



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/1/2024

Director, Teaching and Learning (Career, Technical and Adult Education)

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Support.

Job Overview

The Director of Career, Technical and Adult Education is responsible for the organization, operation, coordination, and supervision of the Adult Education and Career and Technical Education, programs for Loudoun County Public Schools (LCPS). In accordance with these responsibilities, the Director coordinates the planning, development, implementation, direction, and assessment of the Adult Education, Career, and Technical Education programs in all schools for grades K-12.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Supervises and evaluates the activities of the Offices of Adult Education and Career and Technical Education – including strategic planning, budget, program development, and coordination of respective areas
- Oversees the design, coordination and delivery of career and technical education; ensuring that Loudoun County Career and Technical Education programs are consistent with and follow the guidelines established by the Virginia Department of Education. Supports the Academies of Loudoun and follows the guidelines established by the Virginia Department of Education and is aligned to LCPS policies and regulations for CTE
- Engages in strategic planning of budgets and coordination of grants in collaboration with the Assistant Superintendent for Teaching and Learning and Department of Teaching and Learning leadership team and administers the budgets of all assigned areas
- Expands the capacity of LCPS Office of Career and Technical Education as it relates to business/community partnerships and work-based learning by serving as a resource for others on these matters by collaboratively supporting efforts to provide resources and professional learning
- Provides strategic coordination and support of partnerships with businesses, higher education organizations, partnership structures with public, private, and non-profit business sectors within the metropolitan area to develop internship and apprenticeship placements for students; maintains relations with higher education partners and regional workforce efforts
- Serves as a member of Division-wide committees to represent the interest of the department and division; serves and/or supports committees, task forces, and work groups (CTEAC and LCPS School Business Partnership Council) as assigned.

- Assists with related assignments as determined by the Assistant Superintendent for Teaching and Learning or the Chief Academic Officer

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree

Experience

Seven (7) years of progressive overall education experience in teaching, supervision and/or administration

Licenses and Certifications

Holds or is eligible for the Virginia Postgraduate Professional License with an endorsement in PK-12 administration and supervision

Knowledge, Skills and Abilities

- Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws
- Demonstrated experience in equity issues, culturally responsive instruction and sensitive topics
- Experience in cognitive, instructional or equity-centered coaching
- Knowledge of the needs of adult learners
- Ability to keep and maintain accurate records and to meet deadlines
- Strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Ability to demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.