



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 2/3/2026

Chief Operations Officer

Pay Scale: Cabinet

Level: NA

FLSA Status: Exempt

Job Family: Executive

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning and GIS Services, Sustainability and Transportation.

Job Overview

The Chief Operations Officer is responsible for the organization, operation, and coordination of the support services of Loudoun County Public Schools.

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.

- In collaboration with the Department of Business and Financial Services, develops and coordinates the Capital Budget as well as the Department of Support Services' School Operating Fund Budget.
- Provides planning, execution and supervision of school construction, renovation and replacement; negotiates with architects, engineers, and contractors; provides cost estimates for requested projects; works closely with legal counsel in construction matters; budgets, purchases, and distributes all school replacement furniture and equipment, administrative school office furniture, and all paper supplies; and oversees disposition of surplus and obsolete equipment.
- Provides overall supervision of the maintenance and plant operation functions that include all schools and support facilities; oversees facility use by non-school groups.
- Provides for the total transportation requirements of the school system to include daily transportation of students, maintenance and warehouse vehicular requirements, administrative/pool vehicles, and daily courier service.
- Coordinates with school staff officials, in particular the Chief Officers and Assistant Superintendents; works directly with directors, supervisors, and principals in resolving school support and services problems; plans, provides policy and assistance to subordinates, establishes priorities and performance standards, and is accountable for the quality and adequacy of support services required by the school system.
- Develops and manages standards and processes for sustainability; and directs the energy conservation and management program.

- Receives and acts on communications directed to the Superintendent from members of the School Board, Loudoun County Board of Supervisors, and inquiries from students, parents, school division personnel, and members of the local community; as required, researches situations and prepares responses; directs the preparation of support services' reports and material to be presented to the School Board at regular or special meetings; supervises subordinates in the management and accountability of monies in the overall support requirements of the school system; develops policies, procedures, and regulations to guide and govern operations in support of the school division.
- Develops goals and objectives in concert with the Superintendent for the Department of Support Services' activities; attends Board meetings and prepares reports for the School Board as the Superintendent may request; advises the School Board on issues related to Support Services; serves as a member of the Superintendent's Senior Staff.
- Represents the Superintendent and School Board in matters before the Board of Supervisors and other elected officials and bodies.

Qualifications

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

Education

Bachelor's Degree from an accredited college or university

Experience

Considerable experience in an operational position in a public school district or in work with public school districts

Licenses and Certifications

NA

Knowledge, Skills and Abilities

- Demonstrated high level of reliability, strong organizational and presentation skills, attention to detail, and good judgment in professional matters
- Demonstrated professional characteristics necessary for working effectively with all staff, parents, and other community stakeholders

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 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.