Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Specialist, Head Start Family and Community Partnership

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Instruction
Primary Location: The Historic Douglass High School

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; Academic Programs; Career and Technical Education; English Learners; and Professional Growth and Innovation.

Job Overview
The Head Start Family and Community Partnership Specialist supports families in fostering their child's development and in working toward their personal and family goals. This role provides family involvement and education activities that are responsive to families' ongoing and expressed needs, while also strengthening connections between families and community resources. This role also ensures compliance with federal, state, and local Head Start Program Performance Standards and LCPS policies related to family engagement, recruitment, enrollment, transitions, and community partnerships.

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.

- Provide ongoing family support to promote family well-being
- Organize and facilitate meetings and trainings to encourage positive parent-child relationships that nurture their child's learning and development and give parents a voice in the program
- Assist in the recruitment and enrollment of eligible children
- Assist parents and families in becoming lifelong educators who participate in the everyday learning of their children at home, school, and in their communities
- Support families through their child's transitions into new learning environments (including Head Start and other childcare/education settings) while educating them on becoming an advocate for their child's learning and development
- Build family connections to peers and community members that will enhance social well-being and community life for all Head Start families
- Educate parents and families to become advocates and leaders so that they can participate in leadership development, decision making, and program policy development to improve their child's development and learning experiences
- Compile and aggregate data to drive programmatic decisions

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

Education
Bachelor's Degree in Social Work

Experience
Five (5) years of experience in child and family health

Licenses and Certifications

Knowledge, Skills and Abilities
- Ability to work effectively with children and families in school-based and home-based settings
- Ability to monitor, implement, and enforce federal standards and regulations
- Ability to communicate information clearly to families and staff
- Ability to understand and utilize the ChildPlus data management system for accurate record keeping and documentation related to children and families

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. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently 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.