



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 6/3/2026

Specialist, Career and Technical Education

Pay Scale: B

Level: 16

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

Job Overview

The Career and Technical Education (CTE) Specialist is responsible for supporting CTE curriculum initiatives in middle and high school. This CTE Specialist works with school-based staff to align curriculum resources with school division initiatives and to promote CTE programs among stakeholder groups. This position also assists with the development of curriculum, evaluation of instructional resources, and data analysis for program viability.

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.

- Collaborates with the office of CTE and school administrators to address areas of highest need within CTE programs, including curriculum development, the identification, evaluation, and acquisition of instructional resources, and the implementation of cross-curricular activities to effectively incorporate career and technical education competencies in other content areas
- Communicates regularly with middle school team leads, high school department chairs, and CTE Program Leads regarding curriculum and program-specific information; facilitates meetings for teacher leaders
- Works with CTE teachers and administrators to collect student data from industry credential tests and support work-based learning experiences
- Works with CTE teachers and high school department chairs to develop instructional supports, including remediation materials, to assist students with industry certification testing
- Proctors industry credential assessments for students and teachers, and provides industry credential training and support for high school CTE teachers across the division
- Assists in the selection and approval of CTE software and equipment; assists with the planning, preparation, and delivery of professional development training for implementation in the classroom or laboratory setting
- Assists with the planning, organizing, and facilitating meaningful work-based learning experiences through business/industry and community resources; communicates with school administrators, CTE teachers, business partners, and the Work based learning Coordinator
- Informs staff of emerging CTE and work-based learning experiences

Loudoun County Public Schools

- Supports co-curricular experiences, including career and technical student organization (CTSO) competitive events and professional networking opportunities; approves field trips and teacher travel
- Supports programs such as Technology and Engineering Education, Manufacturing, Construction, NJROTC, but are subject to change

Qualifications

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

Education

Master's Degree

Experience

Five (5) years of experience as a career and technical education teacher or administrator at the secondary or post-secondary level

Licenses and Certifications

Holds or is eligible for the Postgraduate Professional License with an endorsement in Administration and Supervision PreK-12

Knowledge, Skills and Abilities

- Demonstrated knowledge of career and technical education curriculum, instructional best practices, industry credential exams including certifications, licensures, and assessments, and work-based learning
- Experience working with budgets, grants, personalized learning, project-based learning, and performance-based assessments
- Demonstrated interpersonal and leadership skills necessary for building a strong rapport with teachers and administrators and excellent oral and written communication
- Strong knowledge of MS Office, especially MS Excel and other technological tools for budgeting and data analysis

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.