Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2025

Specialist, Welcome Center Assessment

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; English Learner & Preschool Programs; and Professional Learning and School Supports.

Job Overview

The Welcome Center Assessment Specialist supports the Welcome Center Supervisor in the day-to-day management of one of the Welcome Center offices and is responsible for ensuring the consistency and fidelity of all services within the purview of the Welcome Center's Assessment Team. The Welcome Center Assessment Specialist also provides professional learning to LCPS staff on federal requirements for the enrollment of potential English Learning (EL) students and speaks with authority to students, families, school staff and Central Office staff in response to queries about EL assessment data and EL student records.

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.

- Supervise work of Welcome Center Assessment Team, ensuring consistency and fidelity in the administration, scoring, assigning of accommodations and reporting of all assessments administered by the Welcome Center (including: WIDA Screener- Kindergarten, Online and Paper, English Tests to Confirm Credit 9, 10 and 12, NWEA MAP Math Screener to Confirm HS Credit for MS Coursework, Expressive Vocabulary Test, IPT English and Spanish)
- Reviewing and approving assessment data and EL history in the student information system, handling records requests, and ensuring data accuracy through audits while also overseeing the file maintenance
- Responding to dual language assessment requests, writing waivers and reports, and contributing to exchange student application reviews
- Providing guidance to Welcome Center staff, responding to stakeholder inquiries about EL data, and assisting with office management
- Deliver federally required annual training to LCPS staff on the registration of potential EL students

- Lead Welcome Center Screener CLTs and train Welcome Center Assessment staff on assessment protocols and inter-rater reliability
- Oversees management of Assessment team inventory to include, but not limited to, hard copies of assessment materials, virtual test credits and assessment technology like Chromebooks and headsets
- Assist Supervisor with Universal Non-Exempt Staff evaluations

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 in assessment administration, or working with English Learners in public K-12 setting

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of state and federal statutes, regulations and rules relating to identification for LIEP services, enrollment and assessment
- Ability to keep and maintain accurate records and to meet deadlines
- Strong skills in effective use of data, data analysis and computer application skills
- Ability to communicate with individuals of varied cultural and educational backgrounds and provide excellent customer service
- Excellent organization and management skills, and
- Bilingual language

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.