



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/1/2026

Assistant Director, HRTD (Workplace and Labor Relations)

Pay Scale: B

Level: 25

FLSA Status: Exempt

Job Family: Human Resources

Primary Location: Administration Building

Department Overview

The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Equity & Compliance, Title IX, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview

The Assistant Director of Workplace and Labor Relations serves under the direction of the Director of Workplace and Labor Relations and is responsible for executing and operationalizing the Division's workplace and labor relations strategy. This position works in a confidential capacity with access to sensitive labor relations strategy, grievance matters, and collective bargaining activities and provides strategic and operational leadership across workplace and labor relations functions, ensuring that the Director's priorities, guidance, and expectations are consistently implemented across schools and departments.

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.

- Supports the Director in the development and execution of the Division's labor relations strategy, ensuring alignment between strategic priorities and operational practices
- Provides oversight of contract administration across the Division, ensuring consistent interpretation and application of CBAs, policies, and legal requirements
- Oversees impacts-and-effects bargaining activities in coordination with the Director and ensures appropriate engagement, preparation, and follow-through
- Assists in preparing for collective bargaining, including proposal development, analysis of union positions, and identification of operational and fiscal impacts
- Maintains productive and professional relationships with union leadership and representatives in coordination with the Director
- Participates in labor-management meetings and supports resolution of Division-wide issues

- Represents the Division in high-level meetings and cross-functional initiatives, in coordination with and under the direction of the Director of Workplace and Labor Relations
- Provides direct supervision and strategic direction to Supervisors of Workplace Relations, Equity & Compliance, and Grievance Management
- Establishes expectations for case handling, documentation, timelines, and quality standards; conducts regular reviews to ensure consistency, accuracy, and defensibility
- Ensures appropriate triage and assignment of cases, grievances, and labor relations matters across functional areas
- Conducts regular calibration with supervisors to ensure consistency in case handling, contract interpretation, and disciplinary recommendations across functional areas
- Coaches and develops supervisors to strengthen decision-making, consistency, and leadership effectiveness
- Provides guidance on complex workplace and labor relations matters, including misconduct, discipline, and separation decisions
- Ensures disciplinary actions are consistent with Virginia law, School Board policies, and collective bargaining agreements, and are aligned with past practice and defensible standards
- Reviews high-risk or precedent-setting cases and provides direction on appropriate resolution strategies
- Oversees the administration of the negotiated grievance process, ensuring procedural compliance, consistency with past practice, and alignment with Division strategy
- Reviews and approves grievance responses, ensuring legal sufficiency and strategic alignment prior to issuance.
- Leads development of case strategy for arbitration and high-level grievance hearings, including coordination with legal counsel, oversight of evidence development, and preparation of witnesses
- Supports the Division's response to unfair labor practice charges and other regulatory matters in coordination with legal counsel
- Supports training strategy for labor relations, ensuring leaders are equipped to effectively apply CBAs, manage employee relations issues, and mitigate risk
- Promotes early resolution of labor and employee relations issues through proactive intervention, reducing reliance on formal grievance and arbitration processes
- Analyzes trends in grievances, investigations, and employee relations matters to identify systemic issues and recommend improvements
- Stays current with federal and state labor and employment laws, VDOE regulations, and evolving best practices in labor relations
- Monitors trends, identifies areas of risk, and provides recommendations for improving consistency and reducing exposure

Qualifications

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

Education

Bachelor's degree in Human Resources, Labor Relations, Public Administration, Education, or related field

Experience

- Eight (8) years of progressively responsible experience in human resources, employee relations, or labor relations, with a demonstrated focus on labor relations functions
- Significant experience administering collective bargaining agreements, grievance processes, and arbitration
- Experience supervising professional staff and managing complex programs

Licenses and Certifications

Knowledge, Skills and Abilities

- Strong knowledge of employment law, labor law, and public-sector collective bargaining frameworks, including grievance processes, impacts-and-effects bargaining, and employee rights (e.g., Weingarten, Garrity, and Loudermill)
- Ability to interpret and apply collective bargaining agreements, policies, regulations, and operational protocols to complex, real-world situations with consistency and sound judgment
- Advanced analytical skills, including evaluating evidence, assessing credibility, identifying risk, and developing clear, defensible recommendations and written responses
- Skilled in conflict resolution, mediation, and coaching leaders through sensitive employee and labor relations matters
- Ability to exercise sound judgment in complex or politically sensitive environments while balancing legal, operational, and employee relations considerations
- Strong written and verbal communication skills, with the ability to convey complex or challenging information clearly and professionally
- Ability to build and maintain effective working relationships, manage multiple priorities in a fast-paced environment, and handle sensitive and confidential information with discretion
- Strong organizational skills and proficiency with Microsoft Office and human resources systems to support case management, documentation, and reporting

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.

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.