Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Supervisor, Planning

Pay Scale: B
Level: 21
FLSA Status: Exempt
Job Family: Administration
Primary Location: Support Services

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, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Planning Supervisor is responsible for the development of short- and long-term student enrollment projections, research and preparation of the capital budget document), facilitation of school attendance zone changes, and evaluation and analysis of demographic data used in the overall planning for Loudoun County Public Schools (LCPS).

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.

- Leads assessment of school planning to support the development of student enrollment projections, the capital budget, school attendance zone changes and the naming of LCPS facilities
- Conducts and analyzes data relating to student population, school facility utilization/capacity, economic, and social trends for use in school planning
- Processes land development applications and referrals, prepares written impact analyses, requests school proffers, and maintains land application inventory
- Executes, implements, and evaluates policies, procedures and programs relating to school planning and the growth of the school division; provides guidance with planning-related issues to LCPS leadership, staff, and community members
- Coordinates the research and documentation necessitated for school naming committees.
- Attends public meetings/hearings, school attendance zone meetings, and County/Town agency meetings, as assigned.

Qualifications

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

Education
Bachelor's Degree in Planning, Public Administration, Statistics or related field

Experience
Five (5) years of progressively responsible experience working with facility planning, statistics, or public administration, some of which in a supervisory or leadership capacity

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of data systems and methodologies to forecast student enrollment trends, housing growth, and capacity needs
- Demonstrate a high level of reliability, strong organizational skills, attention to detail, and sound judgement in professional matters
- Ability to work under pressure in a fast-paced environment
- Leadership qualities and personal characteristics necessary to work effectively with diverse groups, individuals, government officials, school staff, and citizens
- Ability to communicate with individuals of varied cultural and educational backgrounds, both orally and in writing, including facilitating meetings and presenting information to groups

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.