



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT

### JOB CLASS SPECIFICATION

Certified: 7/1/2023

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## Assistant Director, Procedural Support

Pay Scale: B

Level: 25

FLSA Status: Exempt

Job Family: Student Services

Primary Location: Administration Building

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### Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

### Job Overview

The Assistant Director of Procedural Support is responsible for assisting the Director of Procedural Support with providing appropriate special education services for all eligible students in accordance with Federal and State laws and School Board policies. In accordance with these responsibilities, the Assistant Director of Procedural Support directs the activities performed by select personnel assigned and serves as the Director's designee in all matters related to the provision or compliance of services for special education.

### 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.*

- Maintains current knowledge of and provides leadership in the development of professional learning related to state and federal regulations related to IDEA and local policies, procedures, and practices related to students with disabilities
- Interprets federal and state regulations, and division policy and regulations related to the Individuals with Disabilities Education Act (IDEA) and the Code of Virginia
- Provides guidance and support to school administrators and direction to staff regarding the implementation of federal and state regulations, and division policies related to students with disabilities; and ensures accountability for compliance with federal and state laws and regulations
- Serves as the special education representative of the local education agency in mediation sessions, Office of Civil Rights disputes and due process hearings for special education matters
- Develops and maintains accountability for processes to ensure prompt and responsive communication with parents and community stakeholders
- Serves as the designee for the Director of Special Education Procedural Support as assigned

## **Qualifications**

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

### **Education**

Bachelor's Degree

### **Experience**

Minimum of seven(7) years of successful experience in progressively responsible positions and administrative or program supervision

### **Licenses and Certifications**

Postgraduate Professional License with endorsements in one or more areas of special education and/or related fields; administrative endorsement and/or special education leadership certificate

### **Knowledge, Skills and Abilities**

- Demonstrated expertise in instructional design, data analytics and specialized instructional programming
- Experience in leadership/administration for specialized instructional programs in a public-school setting
- Excellent oral and written communication skills, interpersonal skills, and professional and personal characteristics necessary for working effectively with school personnel and members of the community
- Strong problem-solving, organizational, communication and interpersonal skills, demonstrated experience in collaborative teamwork
- Strong ability to organize, analyze and display data in several reporting formats

## **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.