



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 6/27/2024

Coordinator, ACCESS

Pay Scale: B

Level: 20

FLSA Status: Exempt

Job Family: Administration

Primary Location: School-Based

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 ACCESS Coordinator serves as the leader of the Accelerated College and Employability Skills (ACCESS) Academy program at the assigned school and is responsible for the total operation of that program including collaboration with division leadership and the principal. The Coordinator provides instructional leadership and administrative skills for the educational development of students and staff and promotes appropriate family and community awareness. The Coordinator supports outreach and instruction while also serving as a parent liaison and liaison to LCPS. The Coordinator also works collaboratively with the George Mason University Director of the Lab School.

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.

- Assists division leaders in the implementation, supervision, and evaluation of ACCESS Academy program; in the evaluation of instructional and classified personnel; in process and the acquisition of supplies and supplementary materials for instructional use; in the coordination of programs and services related to ACCESS Academy instruction
- Collaborates with the George Mason University Director of the Lab School and will provide recommendations and guidance
- Coordinates and supervises all staff and central-level activities and programs related to the ACCESS Academy
- Contributes to division-wide leadership and planning as part of the leadership team
- Partners with DTL in meeting curricular, co-curricular, credentials, work-based learning experiences, and instructional needs; and develops plans to meet those needs through coaching and professional learning
- Develops long- and short-range plans to provide coaching and professional learning opportunities
- Assists DTL and Student Services on items related to the ACCESS Academy such as program admission, transportation, or school counseling
- Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives

Qualifications

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

Education

Bachelor's Degree

Experience

Five (5) years of experience as a teacher or administrator at the secondary or post-secondary level and/or in information technology

Licenses and Certifications

Holds or is eligible for the Collegiate or Postgraduate Professional License

Knowledge, Skills and Abilities

- Knowledge of curriculum development and instructional practices
- Ability to develop curriculum
- Ability to interpret and apply data
- Possesses leadership qualities and personal characteristics necessary to work effectively with students, teachers, and parents

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.