Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Specialist, Head Start Health and Safety

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Instruction
Primary Location: The Historic Douglass High School

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; Academic Programs; Career and Technical Education; English Learners; and Professional Growth and Innovation.

Job Overview

The Head Start Health and Safety Specialist ensures that the health, nutrition, and safety needs of children and families served by the Loudoun County Public Schools Head Start Preschool program are met in accordance with federal, state, and local requirements. This position exists to support the overall well-being and school readiness of enrolled children by coordinating and monitoring health, nutrition, and safety services. The Specialist is responsible for organizing and administering medical, dental, nutrition, and safety services; supporting staff training related to health and safety regulations; and ensuring program-wide compliance with the Head Start Program Performance Standards and LCPS policies. In addition, the position works directly with families to complete and review required health documentation, verifies compliance prior to enrollment, and collaborates with program staff to maintain safe and healthy learning environments.

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.

- Coordinate the comprehensive health and safety service areas according to guidelines established by the federal Head Start Program Performance Standards
- Monitor all health-related procedures and data collected to detect health concerns. Provide direct service (home visits), or provide service through referrals necessary support to parents, children, and staff
- Review all health documents prior to enrollment to ensure federal and state compliance
- Coordinate health and safety screenings and provide follow-up support
- Assist in providing health and safety training to staff and parents and serves as a resource and/or referral source for health care concerns
- Serve as an agency liaison to child welfare, social services, health and community agencies
- Participate in staff meetings, workshops and in-service training

- Provide for the ongoing operation of the Head Start Health Services Advisory Committee
- Demonstrate personal hygiene to children, parents and staff
- Coordinate safety services with LCPS Facilities and Environmental Health and Safety divisions

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

Education
Diploma or degree from an approved professional nursing education program

Experience
Five years of experience in child and family health

Licenses and Certifications
Licensure as a Registered Nurse

Knowledge, Skills and Abilities
- Ability to work effectively with children and families in school-based and home-based settings
- Ability to monitor, implement, and enforce health and safety standards and regulations
- Ability to communicate health and safety information clearly to families and staff
- Ability to understand and utilize the ChildPlus data management system for accurate record keeping and documentation related to children and families
- Knowledge of the role of nutrition in child health and wellness

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.