Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 5/12/2026

DEIA Specialist

Pay Scale: B
Level: 15
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

Department Overview
The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit; ombuds; legal counsel; safety and security; strategic planning; and diversity, equity, inclusion, and accessibility operations.

Job Overview
The Diversity, Equity, Inclusion, and Accessibility (DEIA) Specialist is responsible for providing professional learning, coaching, guidance, and support to school administrators and teachers around equitable instructional practices, school improvement, school structure, cultural humility and incidents of racial slurs and hate speech.

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 culturally responsive professional learning opportunities for school and division staff, including efforts relating to opportunity gaps, achievement gaps, systemic racism, implicit bias, and participation by students in underrepresented groups in deeper learning experiences.
- Assists in equipping teachers with appropriate tools, resources, and professional learning, that enables them to provide culturally responsive teaching and relevant pedagogy in a classroom setting in support of deeper learning.
- Collaborates with key staff and external partners to develop, implement, reflect on, and refine professional learning plans in support of culturally responsive instruction in support of deeper learning.
- Supports school leadership in using student learning data to drive instruction and the implementation of research-based practices.
- Provides support and professional development aligned with county-wide initiatives to include project-based learning, performance-based assessments, and personalized learning.
- Supports Cabinet and Executive leadership with professional learning and workshops.
- Provides professional learning to building principals.
- Gathers feedback information from professional learning opportunities; works with RASI to interpret and present data from feedback surveys and shares data with schools and stakeholders as needed.
- Conducts school visits on behalf of the Division of Diversity, Equity, Inclusion and Accessibility.
- Establishes and strengthens relationships with schools across the district to better understand their needs regarding DEIA.

- Collaborates with school leaders, equity leads, and instructional facilitators to support school improvement goals.
- Provides support to equity leads through facilitation of meetings, professional learning, and coaching.
- Supports county initiatives with a DEIA lens - work with offices and departments across the administration building.
- Act as points of contact for Student Equity Ambassadors.
- Creates resources such as 1-pagers for supporting schools with DEIA efforts.
- Interacts with members of the community to inform our DEIA work - including engaging with faith organizations and families.
- Attends Equity and MSAAC Committee meetings.

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

Education
Master's Degree in education, school administration, or a related field

Experience
Three (3) to five (5) years of progressively successful classroom teaching or school leadership experience

Licenses and Certifications

Knowledge, Skills, and Abilities
- Demonstrated experience in equity issues and cultural competence and sensitivity
- Experience in cognitive, instructional or equity-centered coaching approach to support adult learning
- Demonstrated experience in managing curriculum development
- Experience developing and providing professional trainings/workshops
- Demonstrated the professional characteristics necessary for working effectively with adult learners and members of the community
- Knowledge and experience working with culturally and ethnically diverse student population and families
- Ability to communicate effectively, both orally and in writing

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.