Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 6/24/2026

Director, Planning and GIS Services

Pay Scale: B
Level: 27
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

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 Director of Planning and GIS Services serves in a leadership and supervisory role for matters related to student enrollment and facility planning. The Director is responsible for student enrollment forecasting, , building and program utilization analyses, development of GIS-based initiatives, facilitation of school attendance zone change processes, preparation of the capital budget, and the acquisition of real property for Loudoun County Public Schools (LCPS). In accordance with these responsibilities, the Director directs the activities performed by the personnel assigned to the Division of Planning and GIS Services.

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.

- Cultivates and supervises a high-performing team to evaluate student enrollment trends, school attendance zones, facility needs, and planning priorities in conjunction with LCPS goals and core values
- Responsible for short- and long-term student enrollment forecasting; manages the collection of data for school planning purposes including birth rates, building permits, student membership, pupil generation factors, and other appropriate demographic indicators
- Facilitates School Board-initiated school attendance zone processes that promote community engagement while supporting transparency
- Collaboratively leads and coordinates the development of the annual capital budget; reviews residential land use applications to determine impact on LCPS; coordinates and negotiates school site acquisition with developers and County/Town staff
- Coordinates research and documentation necessitated for school naming committees
- Evaluates and directs effective incorporation of appropriate land use and population projection and forecasting techniques into methods, processes, and programs using current technologies such as geographic information systems (GIS), databases, and software systems
- Serves as liaison to County and Town staff and governing entities, representing LCPS adopted positions regarding land development applications and other related planning matters

- Builds effective partnerships with the community, colleagues, and external organizations to support LCPS' mission

Qualifications

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

Education

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

Experience

Seven (7) years progressively responsible experience, including two (2) years in a supervisory role

Licenses and Certifications

Knowledge, Skills, and Abilities

- Understanding of legislative processes and ability to work successfully within political arena, including knowledge of local, state, and federal statutes and regulations
- Leadership qualities and personal characteristics necessary to supervise staff as well as work effectively with diverse groups, individuals, government officials, administrators, school staff, parents, and citizens
- Experience in developing and tracking budgets
- Ability to work under pressure in a fast-paced environment
- Demonstrate a high level of reliability, strong organizational skills, attention to detail, and sound judgement in professional matters
- 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.