



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 6/12/2024

Program Assistant (Teaching and Learning)

Pay Scale: B

Level: 8

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

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 Program Assistant works with the Director of Teaching and Learning, K-12, on a range of projects and division priorities, including coordinating, tracking, and maintaining records on the development new resources to support the implementation of the Instructional Framework; preparing and communicating information to schools and external community partners; coordinating support from other LCPS offices, and maintaining accurate records of financial accounts and expenses.

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.

- Manages and maintains files and databases for multiple offices in the Division of Teaching and Learning
- Schedules meetings, appointments, and events, including the preparation and distribution of communications, meeting agendas, and other logistics
- Collects, compiles, and analyzes data for reports and updates, including financial records and documentation
- Responds to inquiries and resolves issues related to programs, services, and projects in the Division of Teaching and Learning
- Assists with research, development, and implementation of new initiatives, projects, and programs
- Assists in the planning and monitoring of various projects in the Division of Teaching and learning, including tracking project timelines to ensure deadlines are met
- Participates in team meetings and contributes ideas for project and program improvement

Qualifications

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

Education

High School Diploma or GED

Experience

One year of experience in administrative, clerical, or office support roles

Proficiency with Google Suite, Microsoft Office and video conferencing software

Demonstrated ability to handle multiple tasks and priorities efficiently

Experience in managing schedules, deadlines, and administrative workflows

Strong written and verbal communication skills for drafting correspondence and reports, and interacting with team members and stakeholders

Experience working in a team setting and collaborating with colleagues and external partners

Licenses and Certifications

Knowledge, Skills and Abilities

- Experience with Oracle ERP or comparable enterprise resource planning system
- Experience with Google products and tools, and the Microsoft Office suite of products
- Knowledge and proficiency in Phoenix SIS or comparable student information system
- Ability to communicate effectively, both verbally and in writing
- Ability to perform work quickly and accurately and to work cooperatively with others

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.