



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/24/2024

Specialist, Social Science and Global Studies

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

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 Support.

Job Overview

The Social Science & Global Studies Specialist is responsible for supporting the Social Science Supervisor in the organization, operation, and coordination of Social Science and Global Studies curriculum and instruction in the Loudoun County Public Schools. In accordance with these responsibilities, the Social Sciences and Global Studies Specialist assists in the planning, development, implementation, and assessment of the Social Science and Global Studies programs, including all Social Science and Global Studies electives, in all Loudoun County Public Schools in kindergarten through grade 12.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Evaluates the effectiveness of the Social Science and Global Studies instructional program; determines curricular and instructional needs and develops plans to meet those needs through coaching and professional learning; ensures that the Loudoun County Public Schools Social Sciences program is responsive to the accreditation guidelines established by the Virginia Department of Education; and develops proactive strategies to meet students' instructional needs and Social Sciences standards for the Commonwealth of Virginia, in cooperation with the Social Sciences and Global Studies Supervisor and other educational professionals
- Provides support in the planning and implementation of professional learning to support the LCPS mission; designs and delivers effective professional learning focused on educational equity for the purpose of improving access and outcomes for students
- Collaborates with other key leaders to plan and deliver the learning process and programs for Social Science and Global Studies and other teachers in the areas of deeper learning, culturally responsive instruction, and strategies for teaching sensitive topics
- Directs or assists in coordinating special projects and initiatives in Social Science and Global Studies; works with other central office departments when appropriate to provide coordinated instructional support and services.
- Assists with the selection, purchase, and distribution of enrichment and support materials and equipment; maintains materials inventories; supports the ongoing instructional needs of schools

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- Assists in the preparation of the annual budget of the District; assists in the preparation of reports, attends School Board Meetings, and serves on committees as requested by the Director of Teaching and Learning and Social Sciences and Global Studies Supervisor
- Carries out related assignments, as determined by the Assistant Superintendent for Instruction and Director of Teaching and Learning, to support professional learning in the design and delivery of authentic learning for students that lead to deeper learning

Qualifications

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

Education

Experience

Five (5) years of successful experience teaching Social Sciences at the elementary and/or secondary level
Demonstrated experience in equity issues, culturally responsive instruction, and sensitive topics
Experience in cognitive, instructional or equity-centered coaching and knowledge of the needs of adult learners

Licenses and Certifications

Postgraduate Professional License with an endorsement in Social Sciences or Elementary K-6

Knowledge, Skills and Abilities

- Professional and personal characteristics necessary to work effectively with school personnel and members of the community, including strong organizational skills, ability to communicate effectively, and a willingness to collaborate with department colleagues
- Possess content knowledge of the history, culture, and other influences that helped to shape our communities, state, nation, and world

Physical Requirements

The following provides a brief description of physical requirements for this position:

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 40 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), LCPS 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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.