Acquisition and Resource Specialist

Department of Instruction
Job Code:

Administrative Position, Level 1
Salary Range: Refer to Administrative Salary Scale
12 Month Position

DESCRIPTION:
The Acquisition and Resource Specialist leads the division in the selection and acquiring of textbooks and library media collections (print and digital) for all schools. This person supports school librarians in the selection process for their print and electronic collections. This person is also responsible for maintaining textbook and digital resource inventory in the division and managing the textbook adoption process for LCPS. Additionally, this person is responsible for supporting school staff in the use and management of digital and print resources, to include the planning and delivery of professional development.

PRIMARY RESPONSIBILITIES:
• Develops and implements selection processes and procedures for the acquisition of textbooks, digital resources, and library media materials appropriate to the grade levels and content areas in schools
• Leads the textbook adoption process, including the development and facilitation of textbook review committees, communication with textbook companies, and VDOE contact for textbook and digital resources.
• Maintains accurate textbook and resource inventory for all schools and the warehouse
• Works in collaboration with Distribution Center Supply Coordinator to ensure resources are appropriately allocated and delivered to schools
• Develops, acquires, organizes, and prepares appropriate library collection for new schools.
• Works with other staff to develop and provide professional development in collection building and in the use of digital and print resources
• Performs other related duties as assigned

QUALIFICATIONS:
• Holds a Postgraduate Professional License with an endorsement in Library Media K-12
• Have at least five (5) years of experience as a school library media specialist
• Have outstanding collection development skills, superior skills in materials organization and management, strong attention to detail, and strong interpersonal skills
• Have a basic understanding of developing and delivering a professional development program related to library and resource inventory

ORGANIZATIONAL RELATIONSHIP:
The Acquisition and Resource Librarian will report to the Library Media Supervisor.
Director, Academy of Engineering and Technology

Department of Instruction
Job Code:

Administrative Position, Level 5
Salary Range: Refer to Administrative Salary Scale
12 Month Position

DESCRIPTION:
The Director of the Academy of Engineering and Technology (AET) is responsible for assisting the school principal in the planning, instructional leadership, assessment, organization, communication, community relations, and administrative management of the Academy of Engineering and Technology. The Director of the AET assists the Principal with supervising staff, creating and maintaining a safe learning environment, monitoring curriculum, developing the budget, and other duties associated with the successful operation of the program.

The Director of the AET will be responsible for developing and monitoring educational curriculum and content for the program, measuring program impact and seeking opportunities to consistently strive for excellence in developing a nationally competitive educational program. The Director of the AET will be a key member of the Academies of Loudoun administrative team, working closely with the principal in a position of authority with program staff.

PRIMARY RESPONSIBILITIES:
• Adheres to and enforces board policy, school guidelines, administrative directives, and district standards; communicates and carries out established policies, delegates and accepts responsibility for completion of tasks, and communicates program goals, objectives, and policies to the community
• Supervises and evaluates certified and classified faculty and staff as assigned; provides direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development
• Works as a team-member to meet the system-wide needs of the school and division; assists in the evaluation of the school program and of staff, and assists to initiate needed improvements
• Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public
• Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of data, and budget development
• Assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program
• Performs other duties as assigned by the Principal

QUALIFICATIONS:
• Holds a Postgraduate Professional License with an endorsement in School Administration
• Have a minimum of three years’ experience as a science teacher or administrator at the secondary or college level, or related experience in the fields of Engineering or Technology
• Have a Master’s degree in one or more fields of Science, Technology, Engineering, or Mathematics or experience as a coordinator/lead teacher in a STEM magnet school or academy
• Has demonstrated the professional and personal characteristics necessary for working effectively with school personnel, students, parents, general public, business people, and state and national leaders

ORGANIZATIONAL RELATIONSHIP:
The Director of the Academy of Engineering and Technology reports to the Principal of the Academies of Loudoun.
Performing Arts Specialist

Department of Instruction  Filing Deadline:
Job Code:

Administrative Position, Level 1
Salary Range: Refer to Administrative Salary Scale
12 Month Position

DESCRIPTION:
Under general supervision of the Director for Teaching and Learning, the position of Performing Arts Specialist works collaboratively with Division personnel, supervisors, specialists, and administrators to provide support in the organization, implementation and coordination of the Performing Arts Program in Loudoun County Public Schools. The Performing Arts Specialist will provide leadership in performing arts curriculum planning, development, revision and evaluation for K-12 programs with emphasis on middle and high school programs.

PRIMARY RESPONSIBILITIES:
- Provides guidance and leadership on matters specifically related to performing arts instruction for central office administrative personnel, teachers, parents, community members and other key stakeholders;
- Consults and works with the Director for Teaching and Learning to coordinate and supervise curriculum development in the performing arts discipline to ensure alignment to division and department strategic priorities; review, revise, and advise on facility specifications, renovations and construction; review, revise, and advise on the equipment specifications and purchases; plan for and facilitate safety trainings for theatre and other performance spaces in schools;
- Designs professional development opportunities that enhance the role of teachers as leaders in the performing arts; collaborate with other department members to plan and implement professional learning in the area of Theatre Arts, including Technical Theatre;
- Coordinates special division wide programs and extra-curricular activities related to the performing arts;
- Works with the Director for Teaching and Learning to develop and administer annual operating and school-based programs centrally managed budgets; maintains a budget to support curriculum development and professional growth for teachers and administrators; serves on committees as requested by the Director of Teaching and Learning; and
- Performs other duties and responsibilities as assigned.

QUALIFICATIONS:
- Holds a Postgraduate Professional Certificate with an endorsement in the Arts;
- Five years successful teaching experience in the Arts;
- Demonstrated leadership in the field of fine or performing arts; and
- Excellent leadership, management, communication, and interpersonal skills required.

ORGANIZATIONAL RELATIONSHIPS:
The Performing Arts Specialist reports through the Director for Teaching and Learning.
Secretary II – 
Adult 
Education

Department of Instruction 
Filing Deadline:
Job Code: 

Classified Position, Level 11 
Salary Range: Refer to Classified Salary Scale 
254 Day Position (Prorated), 8 hours per day

DESCRIPTION: 
This is clerical, secretarial, and administrative support work performed in the Department of Instruction Adult Education Program. An employee in this class performs routine to varied office operations requiring general office and people skills. Assignments typically consist of one or more standard office operations such as phone and visitor reception work, file maintenance, data entry, word processing of common office documents, main processing, and similar tasks that are quickly learned on the job. Experienced workers initiate appropriate actions to deal with standard recurring situations.

PRIMARY RESPONSIBILITIES: 
• Provides phone and visitor reception work, including communicating with people from a wide variety of backgrounds, giving them a description of the Adult Education program and offerings
• Provides general clerical and secretarial support to the Adult Education office, including reception duties, routine database maintenance, word processing, appointment scheduling, class enrollment, collection of tuition payments, and other office records
• Assists in the development and distribution of the Adult Education course catalog and other program publications
• Makes travel, meeting, and class arrangements
• Receives and distributes mail, collects outgoing mail, assembles materials for bulk mailings and arranges with mail service for processing
• Processes time and attendance sheets, prepares purchase orders and other actions, maintains department files, monitors office supply levels, posts accounts, and enters data from financial transactions such as receipt of Adult Education course payments
• Performs other related duties as assigned

QUALIFICATIONS: 
• Graduation from high school and experience in performing general office clerical or secretarial work, or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:
  • Knowledge of modern office practices, procedures, and standard office equipment
  • Bilingual ability preferred
  • Ability to perform general clerical work accurately and quickly, to communicate effectively, to work cooperatively with others, and to work under pressure and/or with frequent interruptions.

ORGANIZATIONAL RELATIONSHIP: 
The Secretary II – Adult Education will report to the Adult Education Coordinator.
Technology Assistant

School:
Job Code:

Pay Level 11, Salary Range:
187 Day Position (Prorated), 6.84 hours per day

DESCRIPTION:
The Technology Assistant is primarily responsible for the ongoing support of computers and related technology at a school site. An employee in this assignment will provide technical assistance to school staff for use of online resources, computer software, and hardware resources of the school. An employee in this assignment must have knowledge of technology principles, operation and capabilities, must be organized and flexible, and must be willing to participate in training to keep up to date with technology.

PRIMARY RESPONSIBILITIES:
• Responsible for serving as primary technical point of contact for the school
• Collaborate with the Technology Resource Teacher and Department of Technology Services representative as needed to prioritize and align support efforts
• Provide assistance to students and staff in the use of instructional software and computer hardware resources
• Provide Tier 1 technology support to the school, including working knowledge of incident management system, and serving as point of contact for technology related projects
• Maintain an inventory of technology assets at the school level
• Assist in raising the awareness of issues concerning Internet safety for students and faculty
• Perform troubleshooting procedures to diagnose and resolve basic technology problems; inform school leadership of opportunities for technical improvements; maintain school website
• Participate in study and training as necessary to update knowledge of technology as it applies to this position
• Performs related work as required

QUALIFICATIONS:
• High school graduate or equivalent
• Knowledge of computer principles, operation and capabilities
• Ability to satisfactorily complete training to operate and perform basic troubleshooting procedures to help support technological resources
• Experience working with computer technology in a school setting

ORGANIZATIONAL RELATIONSHIP:
The Technology Assistant reports to the school principal. He or she must work closely with the Technology Resource Teacher and the Department of Technology Services to provide support to staff and students in using technology in the school.
Textbooks/Digital Resources and Student Publications Specialist

Department of Instruction
Job Code:

Administrative Position, Level 1
Salary Range: Refer to Administrative Salary Scale
12 Month Position

Filing Deadline:

DESCRIPTION:
The Resources and Student Publications Specialist leads the division in the selection and acquiring of textbooks and digital resources for all schools. This person supports secondary English teachers and others who work with student publications. This person is also responsible for maintaining textbook and digital resource inventory in the division and managing the textbook adoption process for LCPS.

PRIMARY RESPONSIBILITIES:
• Develops and implements selection processes and procedures for the acquisition of textbooks and digital resources appropriate to the grade levels and content areas in schools
• Plans, advises, and conducts staff development for teachers responsible for student publications
• Leads the textbook adoption process, including the development and facilitation of textbook review committees, communication with textbook companies, and VDOE contact for textbook and digital resources
• Maintains accurate textbook and resource inventory for all schools and the warehouse
• Works in collaboration with Distribution Center Supply Coordinator to ensure resources are appropriately allocated and delivered to schools
• Works with other staff to develop and provide professional development in collection building and in the use of digital and print resources
• Performs other related duties as assigned

QUALIFICATIONS:
• Holds a Postgraduate Professional License with an endorsement English and/or Language Arts
• Has successful experience teaching English or Language Arts at the secondary level, experience with student publications preferred
• Demonstrates the professional and personal characteristics necessary to work effectively with school personnel and members of the community
• Has superior skills in materials organization and management, strong attention to detail, and strong interpersonal skills

ORGANIZATIONAL RELATIONSHIP:
The Resources and Student Publications Specialist will report to the Library Media Supervisor.