Administrative Position, Level 1  
Salary Range: Refer to FY17 Administrative Salary Scale  
12 Month Position, 8 hours per day

DESCRIPTION:
This is administrative work for the development, analysis, planning and maintenance of the LCPS Capital Improvement Program. This position is responsible for managing all construction estimates for forecasted Capital Projects, and must analyze and maintain market, cost and schedule data for the Construction Services department. The employee oversees the Division Facilities Databases and is a lead role in the design and presentation of the Capital Improvement Program planning spreadsheets and documents, as well as all information in the Division’s Facilities Database. All important aspects of the work are subject to detailed and specific procedures, but considerable judgment is required.

PRIMARY RESPONSIBILITIES:
- Lead the development of long-range forecasts for Capital Improvement Project costs and funding schedules using historical and current data; works with other Support Services departments to ensure accuracy and timeliness of all data collected; compiles and prepares properly formatted reports; obtains supplementary information as needed; is lead role in organizing and assembling the CIP documents; and researches and answers questions as needed.
- Develops models for “what-if” analysis in CIP future plans across horizons anywhere from 2 to 30 years; identifies information that would enhance such planning if it is not available and develops a plan across Support Services departments to obtain it; creates forecasts employing both best-case and worst-case scenarios and keeps them regularly updated.
- Administrates the Facilities Database and reviews on a regular basis for accuracy and reasonableness.
- Plans facility renovation schedule of work and obtains supplementary information about this subject as needed.
- Develops reports using analytical, strategic and statistical methods.
- Coordinates all meetings of CIP and Facility Database Tasks Forces.
- Performs related work as required.

QUALIFICATIONS:
Graduation from college or university with a Bachelor's Degree in Business, Accounting, or related field, and experience in forecasting and/or database management; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:
- Working knowledge of the theory, principles, practices, and techniques of construction cost valuation, construction planning, creating and maintaining accurate construction budgets, accounting, and financial management systems.
- High level analytical skills including statistics and mathematics. Good communication and publication skills.
- Outstanding technical skills with emphasis on the ability to use available spreadsheet, database, and word processing systems.
- Good organizational skills. Knowledge of office procedures and practices.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to touch and hold objects or instruments and to type; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or bend and may be required to lift up to approximately 15 pounds.

<table>
<thead>
<tr>
<th>Application Procedures: Note: The applicant will not be considered if directions are not followed.</th>
</tr>
</thead>
</table>
| First-Time Applicants  
A Classified Application must be submitted to the Department of Personnel Services. Applications for on-line submission are available via the web site at www.lcps.org. First-time applicants must submit a resume highlighting personal qualifications and skills for the position in which interest is expressed to the Department of Personnel Services. |
| Outside Applicants  
An updated Classified Application must be submitted to indicate the position(s) for which you are applying. If you have not submitted a new resume within a year and/or changes have been made, please submit an updated resume. |
| Inside Applicants (LCPS Employees)  
An Internal Application and an updated resume with a letter of interest must be submitted to the Department of Personnel Services. The letter of interest must include the job code and the applicant’s personal identification number (PID). |

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate on the basis of race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

Filing Deadline: TO BE DETERMINED  
School Year: 2017-2018
Department of Support Services

Job Code: Administrator Level 5
Salary Range: Refer to FY18 Administrator Salary Scale
12 Month Position (Prorated), 8 hours per day

DESCRIPTION:
The Director of Support Services is a Division leader responsible for representing the Department of Support Services in matters related to Policy, Regulation and communications with the public and government agencies. Additional areas of responsibility include supporting the Assistant Superintendent in communication with elected officials, governmental and community organizations as well as citizen groups and citizens at large. The Director is responsible for the coordination of the department’s annual budget as well as review, revision and proposed additions and deletions of School Board Policy as it pertains to the Department of Support Services. The Director is responsible for the oversight and management of the Division of the Office of Support Services which includes the Administration Building Operations, the Distribution Center and Facility Use. The Director is responsible for the management of the Lease Purchase funds allocated to the Department of Support Services.

PRIMARY RESPONSIBILITIES:
• Supervises the planning, organizing, preparing, analyzing, and reviewing of the annual budget and policy management for the Department of Support Services.
• Responsible for managing and execution of the operating budget for the Division of Support Services and the Office of the Assistant Superintendent for Support Services
• Supervise and evaluate administrative and classified staff within the Division of Support Services reporting to multiple locations performing diverse tasks
• Support the Assistant Superintendent in matters related to School Board Committees, including Finance and Facilities, Student Support and Services
• Support the Assistant Superintendent in collaborative efforts with the County of Loudoun staff; Election Board, Charter Schools, PRCS, General Services
• Standardization and oversight of all Support Service published documentation and communications
• Oversight and management to the Division of the Office of Support Services; the Administration Building Operations Office, central mailroom, administration building print production center, School Board Rooms audio and video equipment, the Distribution Center, public auction, district wide school based furniture and equipment, courier services, textbook inventory management, management of leased or rented office and warehouse space, management of the centralized and automation of facility use district wide, and the management of the Property Improvement Review Team (PIRT)
• Procurement, contracting and management of vendors and contractors for numerous functions and initiatives through multiple contacting vehicles
• Management of the Department of Lease Purchase budget and funds allocated for the Department of Support Services
• Management and implementation of administrative space allocation for all departments and all facilities with exception for school based staffing

QUALIFICATIONS:
• Holds a minimum of a Bachelor’s Degree in Business Administration or related field from an accredited college or university
• Has significant progressively responsible experience in school or local government budget, accounting administration, project management and administration of facilities management.
• Has demonstrated the professional and personal characteristics necessary for working effectively with school personnel, school board members and members of the community
• Has knowledge of the theory, principles, practices, and techniques of business administration and operations
• Has knowledge of research principles and forecasting techniques to include analysis, interpretation, and use of statistical data

ORGANIZATIONAL RELATIONSHIPS:
The Director of Support Services reports to the Assistant Superintendent for The Department of Support Services.

Application Procedures: Note: The applicant will not be considered if directions are not followed.
<table>
<thead>
<tr>
<th>All Applicants</th>
<th>Inside Applicants (LCPS' Employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must submit a letter of interest and resume highlighting personal qualifications and skills for the position in which interest is expressed to the Department of Personnel Services. An administrative application must also be submitted. A letter of interest for each position must include the job code and the applicant's personal identification number. A resume, including three (3) professional references with addresses and telephone numbers for each reference provided, must be on file. A new resume must be submitted only if there are changes. Applications for on-line submission are available via the web site at <a href="http://www.lcps.org">www.lcps.org</a>.</td>
<td>Applicants must submit a letter of interest and resume highlighting personal qualifications and skills for the position in which interest is expressed to the Department of Personnel Services. A letter of interest for each position must include the job code and the applicant's personal identification number. Classified and Licensed Employees must submit an Administrative application. Current Administrative Employees must submit only a letter of interest and updated resume.</td>
</tr>
</tbody>
</table>

Loudoun County Public Schools (LCPS) does not discriminate on the basis of race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Assistant Superintendent for Personnel Services**
Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
71-252-1100
Support Services Coordinator

**Department of Support Services**

**Filing Deadline:** 12:00 PM

**Job Code:**

**Level 1, Salary Range:** $

**Interview Date:**

12 Month Position, 8 hours per day

**DESCRIPTION:**

The Support Services Coordinator is an administrative position whose role includes the management and coordination of facility use system wide. An employee in this position is responsible for administration of School Board Policy compliance with regards to the facility use of 90 Loudoun County Public School sites. In addition to the oversite of the centralized and automated facility use system this position’s primary responsibility is to provide training, guidance and direction to school Administrators, Principals, to ensure facility use is managed in a fair and equitable manner and within the framework of School Board Policies. The position requires considerable initiative to take actions consistent with established policies and regulations.

**PRIMARY RESPONSIBILITIES:**

- Management and oversite of the centralized and automated facility use system.
- Supervise classified staff who actively support the daily operations of the automated facility use system.
- Provides training to school Administrators, Principals, to ensure facility use is managed in compliance with School Board Policies.
- Develop and maintain reporting and metrics to track facility use, supervisory hours, revenue generated, organizations history of use and availability.
- Management and oversite of the organization and activity eligibility in accordance with School Board Policy.
- Management and oversite of the invoicing process for both facility supervision and facility use.
- Development of facility use portion of the Support Services budget including revenue projections.
- Coordinate with County of Loudoun Parks, Recreation and Community Service as well as other County of Loudoun Departments with regards to the use of school’s facilities.
- Supports the Director with matters related to the use of school facilities by the Election Board
- Performs related work as required.

**QUALIFICATIONS:**

Bachelor's Degree in Business Administration or related field, and experience in performing varied administrative and fiscal control duties; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Knowledge of the principles and concepts of business administration as applied to management of support services including knowledge of budgeting, purchasing, personnel, and supply management.
- Ability to analyze data and operations in terms of management controls, systems, and procedures; to assess them critically, and to make recommendations for changes; to establish program or service procedures, policies and guidelines, and to relate these to objectives; to organize and coordinate the activities of support services staff; to supervise supply/warehouse staff.
- Good organizational, human relations and communication skills.

**ORGANIZATIONAL RELATIONSHIP:**

The Support Services Coordinator reports to the Director of Support Services.
TRANSPORTATION COORDINATOR – OUTREACH COMMUNICATIONS

Department of Transportation

Administrator Level 1
Salary Range: Refer to FY18 Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION
The Transportation Coordinator for Outreach Communications is responsible for managing the LCPS Complaint/Concern Registry and act as the community spokesperson for the Department of Transportation. This position will work to ensure all parental and citizen concerns or complaints are investigated and responded to in a timely manner. The Transportation Coordinator Outreach Communications will also manage the Department of Transportation webpage and advertising responsibilities.

PRIMARY RESPONSIBILITIES
- Receive, review investigate and manage all parental and citizen concerns or complaints and respond within twenty-four hours of receipt as well as resolve other transportation issues that arise.
- Manages retrieval of video footage from buses for a reported concern or when requested by local authorities.
- Manage the Virginia Department of Motor Vehicles EZ Fleet Program.
- Manage Fleet Commander online car reservation system for LCPS vehicles.
- Oversee Connect Ed notifications for Department of Transportation.
- Design and produce supporting material including flyers, brochures, newsletters and web content to recruit bus drivers and bus attendants.
- Oversee and maintain the Department of Transportation webpage that would include posting open routes for bus drivers and bus attendants and Transportation Times newsletter.
- Supervise staff members as assigned
- Performs other duties as assigned by the Director of Transportation.

QUALIFICATIONS
- Graduation from college or university with a Bachelor’s degree with major coursework in marketing, communications, public administration, journalism or a related field.
- Relevant work experience, preferably in transportation or communications related position.
- Strong time management and organization skills.
- Exceptional written and verbal communication skills.
- Ability to work within strict timelines and handle multiple tasks.
- Strong writing, editing, proofreading, layout and design, skills. Strong knowledge and understanding of current trends in digital media and demonstrated proficiency upgrading and maintaining websites

ORGANIZATIONAL RELATIONSHIPS
The Transportation Coordinator Outreach Communications reports to Director of Transportation
Payroll
Specialist I — Transportation

Department of Transportation       Filing Deadline:
Job Code:

Classified Position, Level 12
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
This is specialized fiscal work in preparing time and attendance (TAA) records. An employee in this class is responsible for reviewing time reported, recording leave and validating time and attendance records all transportation employees. Work includes maintaining time and attendance reports, providing requested information to the Department of Business and Finance and providing direct oversight to all time and attendance records. Work is performed independently but is subject to detailed rules, regulations, procedures, and guides.

PRIMARY RESPONSIBILITIES:

- Processes time and attendance data for all classified transportation employees using Synovia Time and Attendance Software.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies utilizing automated time and attendance system.
- Verify attendance, hours worked, and worked hour’s adjustments, and post information onto designated records.
- Inputs information into a computer; verifies accuracy of data input.
- Reports any discrepancies to appropriate Transportation administrator
- Responds to inquiries regarding time worked, overtime management and leave usage, and related matters.
- Performs related work as required. Performs related work as required.

QUALIFICATIONS:

Graduation from high school and experience in performing accounting clerical work, or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Knowledge of payroll processing procedures, standard office practices and procedures and equipment
- Exceptional communication skills both written and oral
- Ability to search for, select, compile, and summarize data, to identify discrepancies or inaccuracies
- Ability to interpret and apply instructions and guidelines to specific situations, to determine work priorities, and maintain the highest level of confidentiality
- Ability to work independently, and to work effectively during periods of heavy workloads and tight deadlines.
- Ability to provide guidance and instruction to other clerical personnel.
- Good human relations and communications skills.
TRANSPORTATION COORDINATOR – TIME AND ATTENDANCE

Department of Transportation

Administrator Level 1
Salary Range: Refer to FY18 Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION
The Transportation Coordinator for Time and Attendance (TAA) is responsible for managing various time management related functions including collecting, entering, validating, and analyzing time and attendance data for the entire Department of Transportation and Central Vehicle Maintenance Garage. This position will oversee services and provide solutions regarding all aspects of time and attendance administration between the Payroll office and departmental employees.

PRIMARY RESPONSIBILITIES
- Manages all time related functions including time evaluation and time transfer processes, enters leave, evaluates errors and ensures appropriate shift corrections take place.
- Serves as a liaison between the LCPS Payroll office and the Department of Transportation.
- Trains and assists supervisors and employees on procedures, methods, materials and tools to accurately document hours worked each day in Synovia Time and Attendance.
- Oversees and ensures compliance with policies and procedures and administrative directives related to recording time, attendance and leave.
- Responsible for managing and creating attendance, leave balances, overtime, shift exceptions and other reports as requested by management.
- Performs other duties as may be assigned by the Director of Transportation.

QUALIFICATIONS
- Graduation from college or university with a Bachelor’s degree in public administration, business, accounting or related field; experience in public sector payroll; or any equivalent combination of education and experience that would provide the following abilities and skills:
  - Ability to interpret and apply Fair Labor Standards Act (FLSA) as well as School Board policies, regulations, standards and objectives of Loudoun County Public Schools.
  - Excellent human relations and communication skills.
  - Ability to work under pressure to meet payroll deadlines.
  - Ability to establish effective working relationships.

ORGANIZATIONAL RELATIONSHIPS
The Transportation Coordinator Time and Attendance reports to Director of Transportation
TRANSPORTATION COORDINATOR-SPECIAL NEEDS

Department of Transportation

Administrator Level 1
Salary Range: Refer to FY18 Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION
The Transportation Coordinator-Special Needs is responsible for managing and overseeing programs that provide transportation assistance to children with mental, psychological, learning, behavioral, or physical disabilities. The Transportation Coordinator-Special Needs will have an understanding of Special Education Transportation Laws and function as the liaison and information link between parents, LCPS central office and schools to ensure safe and efficient transportation for special need students.

PRIMARY RESPONSIBILITIES
- Attend IEP meetings for special needs students requiring special transportation.
- Work with LCPS Administrative Offices and schools to ensure students requiring special need transportation is input into Phoenix in a timely manner for Transportation to route.
- Manage and monitor approximately 1000+ Special Needs student records in Edulog system and routing data in the Phoenix database to ensure accuracy.
- Coordinate and organize extended school year special needs transportation requirements.
- Manage and ensure safe and efficient transportation for special needs students. Maintains a close working relationship with other departments, transportation staff and parents.
- Oversee parent notification of Special Needs routing changes and receive and follow up on issues and complaints.
- Performs other duties as may be assigned by the Director of Transportation.

QUALIFICATIONS
- Graduation from college or university with a Bachelor’s degree in pupil transportation of any equivalent combination of education and experience in pupil transportation school bus operations, personnel management, and school maintenance and management.
- Exhibits an understanding of Special Education Transportation laws as well as policies, regulations, standards and objectives of Loudoun County Public Schools.
- Knowledge of personnel management, routing procedures and applicable laws, regulations, and policies.
- Excellent communication and organization skills.
- Ability to establish effective working relationships.
- Virginia Commercial Driver’s License with school bus endorsement.

ORGANIZATIONAL RELATIONSHIPS
The Transportation Coordinator - Special Needs Transportation reports to Transportation Supervisor.