

## **Newport News Public Schools Job Description**

**Job Title:** Assistant Superintendent  
Administration & Accountability

**Supervisor:** Superintendent

**Position Code:** 1E27

**Pay Grade:** 53

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing leadership and direction to the department and assigned directors of Accountability, Alternative Educational Services and Transportation. Position formulates and defines long range plans and strategies; guides policy development and program design; coordinates implementation through subordinates; and evaluates the effectiveness of programs. Position advises the Superintendent on issues within assigned area of responsibility; communicates with the School Board and the community regarding division programs; ensures compliance with state and federal regulations; administers the department budget; and supervises staff.

### **Essential Duties**

1. Serves as leader of the department; directly supervises Director of Accountability, Director of Alternative Services, and Director of Transportation.
2. Develops goals, objectives, and long range plans to attain the vision and mission of the division; and participates in high-level planning and decision making with other executive staff members.
3. Works with the Assistant Superintendent, Instructional Services to implement, evaluate and recommend changes, where appropriate, to existing curriculum programs and to research-based innovative instructional programs, services, and pilot studies.
4. Supervises programs and personnel in the areas of student attendance, job training assistance, continuing education, homebound instruction, student discipline, school security, school health and alternative education.
5. Monitors state and federal legislation governing assigned areas and programs, and ensures that the division is in compliance.
6. Responsible for all matters related to student discipline and attendance; coordinates the administrative and School Board appeal proceedings; chairs the Discipline Review Committee.
7. Assigns pupils to schools under provisions of United States District Court, legal custody cases, and administrative transfers; provides school liaison services in cases of discipline, detention, court services, emancipated minors, expulsions, substance abuse, weapons, custody, student dress code, and school security.
8. Interprets assigned programs, philosophy, and policies of the school division to staff, students, and the community at large.
9. Continually monitors and evaluates the performance and effectiveness of division-wide programs and services; provides feedback to subordinates and others; and recommends program modifications as needed.
10. Appoints and chairs committees to address division wide concerns within assigned area of responsibility.

11. Ensures that the Superintendent is kept fully informed matters within the department; and advises the Superintendent on such issues.
12. Establishes an effective working relationship with the School Board in order to accomplish goals and objectives.
13. Attends School Board meetings/work sessions; and prepares and presents reports for the School Board as requested and directed.
14. Prepares and monitors the Administration and Accountability department budget and seeks outside funding.
15. Reviews and authorizes requests for the purchase of department materials.
16. Ensures a sound organizational structure for operations; supervises, evaluates, and directs the work of departmental personnel.
17. Plans and conducts staff meetings on a regular basis for the effective functioning of the department.
18. Communicates with internal and external audiences on local, state and national levels to articulate information regarding division programs.
19. Directs the preparation of reports necessary to carry out the functions of the department.
20. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Superintendent.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Must possess a Master's degree (Doctorate preferred). Must possess ten years administrative experience in public schools. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in educational research and testing and program evaluation. Must possess a demonstrated ability to support division goals and programs through instructional initiatives within budgetary guidelines. Must possess the ability to compare and/or judge the readily observable structural or composite characteristics of data, people or things. Must possess the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Must possess excellent leadership, management, and communication skills. Must possess the ability to speak effectively before large groups and high level executives. Must possess the ability to establish and maintain effective working relationships with school division officials, staff, and the public.

**Working Conditions & Physical Requirements**

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Position provides overall supervision of the Administration & Accountability Department. Direct reports include assigned directors and clerical support.

**Supervision Received:** Superintendent.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Superintendent (Administration and Accountability) will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date