



JOB DESCRIPTION

Job Title: Executive Director, Student Development & Support

Position Code: 1E26, AE26

Job Classification: Exempt

Supervisor: Assistant Superintendent, Academic Affairs

Contract Length: 245 Days

Pay Grade: 51S

JOB SUMMARY

Position is responsible for providing leadership and direction to the department, alternative school principals/administrators and other assigned staff. 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 Assistant Superintendent, Academic Affairs 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 alternative school principals/administrators and other assigned staff.
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. Supervises programs and personnel in the areas of student activities, character education, student attendance, job training assistance, student discipline, and school health.
4. Monitors state and federal legislation governing assigned areas and programs, and ensures that the division is in compliance.
5. Responsible for all matters related to student discipline and attendance; coordinates the administrative and School Board appeal proceedings; chairs the Discipline Review Committee.
6. 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.
7. Interprets assigned programs, philosophy, and policies of the school division to staff, students, and the community at large.
8. Appoints and chairs committees to address division wide concerns within assigned area of responsibility.
9. Ensures that the Assistant Superintendent is kept fully informed matters within the department; and advises him/her on such issues.
10. Attends School Board meetings/work sessions; and prepares and presents reports for the School Board as requested and directed.
11. Prepares and monitors the department budget and seeks outside funding.
12. Reviews and authorizes requests for the purchase of department materials.
13. Ensures a sound organizational structure for operations; supervises, evaluates, and directs the work of departmental personnel.
14. Plans and conducts staff meetings on a regular basis for the effective functioning of the department.
15. Communicates with internal and external audiences on local, state and national levels to articulate information regarding division programs.
16. Directs the preparation of reports necessary to carry out the functions of the department.
17. 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 Assistant Superintendent, Academic Affairs.

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, AND 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 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 AND PHYSICAL DEMANDS

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

SUPERVISION EXERCISED: Position provides overall supervision of the Department of Student Leadership. Direct reports include alternative school principals/administrators and other assigned administrative staff and secretarial support.

SUPERVISION RECEIVED: Assistant Superintendent, Academic Affairs.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director, Student Leadership will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent, Academic Affairs. 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