

Job Description

Job Title: Extended Learning Administrator
Position Code:
Job Classification: Exempt

Supervisor: Chief Academic Officer
Pay Grade: 43
Contract Length: 245 Days

Job Summary

Position is responsible for leading the division-wide Extended Learning program. This includes the individual but interrelated programs of summer SPARK, after-school, Saturday school, 21st Century, and School Improvement Grant (SIG) programs. This is a temporary position, grant funded through June 2017, renewable each year.

Essential Duties

1. Responsible for the development, implementation, growth, and monitoring of Extended Learning programs.
2. Coordinates all aspects of planning and logistics for the Extended Learning programs. This includes communication and coordination with supporting departments.
3. Collaborates with instructional and curriculum departments in selection of instructional materials and curriculum development for Extended Learning programs.
4. Develops reporting and data collection techniques to measure the effectiveness of programs and recommend appropriate changes to ensure the success of each program.
5. Works in collaboration with administrators when necessary for the supervision of school-based team members.
6. Prepares and monitors the budgets for all extended learning programs.
7. Supervises the ordering, inventory, and distribution of materials and equipment.
8. Conduct research to identify new public and private funding opportunities for extended learning. Collaborates with related departments to research, recommend and write proposals and funding applications.
9. Develops and fosters strong relationships with external organizations and businesses. Serves as the central office contact and liaison with business and non-profit community agencies regarding Extended Learning.
10. Represents the school division in relevant educational projects and initiatives at the local, regional, state, and national levels.
11. Organizes meaningful work-based learning opportunities for students through business/industry and community resources.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with business and professional organizations to maintain a current knowledge of extended learning programs.
2. Performs any other related duties as assigned by supervisor or appropriate administrator.

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a bachelor's degree and experience in leading extended learning programs. Eligible for a Virginia Teaching License with at least 3 years successful teaching experience preferred. Experience working with and coordinating efforts across multiple departments within a school division. Experience as a lead teacher or

related instructional leadership position preferred. Must possess the ability to establish and maintain effective working relationships with administrators, teachers, students, the community and administrative staff. Must possess excellent oral and written communication skills, and ability to develop positive working relationships with a diverse population of students, parents, community, college faculty, staff, administrators, and the general public. Must possess skills in the use of personal computers to input data, track participants, organize, document activities, and produce reports.

Working Conditions & 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 this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

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/school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Chief Academic Officer

This job description in no way states or implies these are the only duties to be performed by this employee. The Extended Learning Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer or appropriate administrator. 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

Revised 07/19 CR