



## Job Description

**Job Title:** Program Administrator II – Center for Arts & Communication  
Woodside High School

**Supervisor:** Principal

**Position Code:** 1E11, AE11

**Pay Grade:** 40

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for assisting the school principal in the planning, organization, administration, and management of a specialized program within a school. Position assists with supervising staff, creating a safe environment, monitoring curriculum, and other duties associated with the successful operation of a specialty program.

### **Essential Duties**

1. Administers the assigned program in cooperation with the school principal.
2. Assists the principal with interpreting and enforcing all school board policies and administrative regulations.
3. Assists in developing, administering, and evaluating the program curriculum and instructional activities.
4. Coordinates the transition program to facilitate adjustment for students entering/transferring into the school.
5. Counsels students and administers disciplinary action when necessary.
6. Conferences with parents of program students on a regular basis concerning discipline, academic achievement, and any other parental concerns.
7. Assists the school principal in the supervision and performance evaluation of all staff assigned to the program.
8. Performs classroom observations and conferences with teachers to improve the instructional program.
9. Assists in the preparation of schedules related to the program operations including the master schedule, in-school activities, field trips, school calendar, and other schedules as requested.
10. Assists in preparing and administering the program's budget and finances.
11. Assists in the supervision of and participates in evening and weekend school sponsored activities and special meetings to include PTA board, community support meetings, and parent workshops.
12. Develops and implements professional development activities for the program.
13. Provides presentations to students, parents and the community, and other educators explaining the specialty school program.
14. Recruits and retains students in the program.
15. Acts as a liaison between the program, the general public, and local community groups to foster understanding and solicit support for overall school objectives and programs.
16. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment.
17. Prepares reports and records related to the program operations.
18. Assists in the distribution and inventory of school supplies, equipment, and instructional materials.
19. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Assists the school principal with interviewing and recommending candidates for vacancies within the specialty school program.
2. Performs any other related duties as assigned by the school principal 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 Master's degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the secondary level. Some teaching experience in specialty school programs preferred. Must possess a comprehensive knowledge of the current issues, principles and practices in specialty program education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, and budget development. Must possess the ability to assist with administering and managing the operation of a specialty program. Must possess the ability to plan and supervise the work of others. Must possess the ability to coordinate the transition program for students entering/transferring into the school. Must possess excellent communication, interpersonal, and organizational skills. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

**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 levels; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop, climb stairs, and to 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 a school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator II will be required to follow any other instructions and to perform any other related duties as assigned by the principal 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:**

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Principal \_\_\_\_\_ Date \_\_\_\_\_

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

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