



Job Description

Job Title: Program Administrator IV,
Positive Behavior and Youth Development

Supervisor: Executive Director Student
Leadership

Position Code:

Contract Length: 245 Days

Job Classification: Exempt

Pay Grade: 47

Job Summary

Position is responsible for the development and facilitation of Newport News Positive Behavior Support Programs including Effective School-wide Discipline and other Youth Development programs designed to improve student behavior and promote positive school climate and culture. Also oversees 21st Century Community Learning Centers and other targeted intervention programs.

Essential Duties

1. Strategically plans, administers and directs assigned programs.
2. Prepares and administers a budget for assigned program areas, prepares grant applications and solicits funds to provide financial support for programs.
3. Formulates proposals for the development and revision of policies and procedures pertaining to assigned programs.
4. Coordinates the development and implementation for 21st Century Community Learning Centers and other targeted intervention programs.
5. Clearly articulates and markets assigned programs to the School Board, staff, parents and the community.
6. Assists principals, administrators and teachers with understanding assigned programs, making appropriate referrals for student participation.
7. Works collaboratively with community agencies to help build an effective network that supports the school division's efforts.
8. Tracks and analyzes data to improve the impact of programs in meeting school division goals and benchmarks.
9. Serves as the school division representative on selected community commissions and committees.
10. Provides leadership for all Newport News Public Schools' non-federal programs targeted intervention efforts (e.g. 21st Century Community Learning Centers, after-school homework clubs, etc...).
11. Plans, supervises and facilitates professional development programs for assigned professional staff as appropriate.
12. Provides program evaluation information for selected school division efforts.
13. Serves as the official Newport News Public Schools' Virginia Department of Education connection for 21st Century Community Learning Center programs and Effective Schoolwide Discipline.
14. Models non-discriminatory practices in all activities.

Other Duties

1. Perform any other related duties as assigned by Executive Director of Youth Development.
2. Attends required state and national meetings and professional developments concerning 21st Century Community Learning Center and Out of School Time Programs, and Effective Schoolwide Discipline/Positive Behavior Supports.

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/or Abilities Required)

Must possess a Master’s degree in education administration, and at least five years of experience serving a principal. Must be eligible for a Virginia Teaching License. Must possess a demonstrated involvement in school activities and committees beyond those required in the classroom. Must possess knowledge and effective skills in curriculum and program development, curriculum and program management, budget development and program evaluation. Must possess the ability to establish and maintain effective partnerships with community agencies/businesses and provide program planning. Must possess excellent communication, interpersonal and organizational skills. Must possess the ability to establish and maintain effective working relationships with central office administrators, principals, teachers, students and the community. Must possess an understanding of the regulations surrounding the implementation of the 21st Century Community Learning Centers program and Effective Schoolwide Discipline/Positive Behavior Supports.

Working Conditions and Physical Requirements

Duties are performed in various environments to include an office environment, at school sites, at homeless shelters and in the community, with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local, regional and national travel. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhood considered to have a high level of violence potential.

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: Assigned Staff
Supervision Received: Executive Director Student Leadership

This job description in no way states or implies that these are the only duties to be performed by this employee. The program administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director for Student Leadership or other appropriate supervisor. 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