



Job Description

Job Title: Program Administrator I – Elementary BASE

Supervisor: Executive Director,
Elementary School Leadership

Position Code: 1E48, RE48, JE48, AE48

Pay Grade: 40

Job Classification: Exempt

Contract Length: 220 Days

Job Summary

The Program Administrator I – Elementary Behavior and Social Emotional Support (BASE) directs and supervises operations and activities at the BASE program including the implementation and coordination of the instructional programs, support services, facility maintenance and operations, student activities, agency collaboration, and community relations activities. The BASE Program Administrator is responsible for overall management of the instructional program for elementary (K-2) school students who need differentiated social-emotional learning experiences to experience success and progress toward returning to their home school in Newport News Public Schools (NNPS). This individual monitors the short-term alternative education program to ensure compliance with local, state, and federal regulations, policies, and guidelines including the Virginia Standards of Quality (SOQ), Virginia Standards of Accreditation (SOA), Virginia Standards of Learning (SOL) and Curriculum Frameworks, and the NNPS Strategic Plan.

The Program Administrator oversees the implementation of the NNPS instructional program, behavior modification processes and resources and monitors classroom teaching and learning to ensure that all students receive quality learning experiences and assessments that are fully aligned with the Virginia SOL. This individual plans his/her own work and collaborates with teachers and school leaders at the designated home schools of students. The Program Administrator makes regular and frequent contacts at all levels of the organization, works closely with elementary school leadership and within the community to disseminate information about the alternative education program, to support schools, teachers and families in acquiring services, and to enhance the transitions as students return to their home school and later exit the program. Considerable professional judgment is required.

Essential Duties

1. Plans, collaboratively develops, and supervises the instructional program for all students enrolled at the BASE Program, ensuring that the program operates within the policies, guidelines, rules and regulations of the NNPS School Board, the Virginia Board of Education, and state and federal regulations.
2. Coordinates with appropriate NNPS personnel and parents to manage placement of students into the short-term alternative education settings when indicated; monitors individual students for success in the program, facilitating adjustments as needed; collaborates with others to ensure seamless transitions when students exit the alternative program
3. Establishes and maintains a safe and effective learning environment that is conducive to the educational development of students and the professional practice of staff; assists teachers,

counselors and support staff with developing and using effective classroom management strategies; leads planning and preparation for emergency situations.

4. Assists in recruitment, selection and orientation of staff; monitors daily instruction and assessment for full alignment to the VA SOL in content and cognitive levels, providing specific evidence-based feedback to teachers following observations and walkthroughs; completes staff evaluations as required, supporting staff to maintain effective/exemplary practices and improve inconsistent/ unacceptable practices; recommends continuing employment or removal as appropriate.
5. Monitors implementation of training, providing feedback to ensure fidelity to learned processes and strategies.
6. Collects and analyzes multiple types of data from student formative and summative assessments, grades, attendance and discipline records, classroom observations and formal and informal feedback from teachers, students, families, and community partners in order to evaluate the instructional program as well as measure student needs and progress on a case-by-case basis.
7. Monitors day-to-day teaching and learning for evidence that specific individual student's needs are met through differentiated instruction and support services to ensure student progress toward return to the comprehensive school, upon exit from the program.
8. Collaborates with elementary school principals on personalized learning plans (PLP) and follow-up once the student returns to the comprehensive school.
9. Collaborates with central administrative staff in various departments to support students, resolve concerns and problems, improve instruction, and develop effective procedures.
10. Communicates regularly with the Executive Director for Elementary School Leadership (EDES) to share information on program outcomes and individual successes and challenges at the classroom, teacher, and student level.
11. Establishes and maintains fiscal records, controls requisitions and expenditures within approved budgets, and prepares the budget for alternative programs under the direction of the EDES.
12. Represents NNPS as the subject matter expert on elementary alternative education programs
13. Collaborates with community agencies for support to promote long-term positive student behavior.

(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 Require Skills and Abilities

1. Thorough knowledge of the principles, best practices, and procedures related to alternative education programs, behavior modifications and adolescent growth and development.
2. Knowledge of national, state, and local division policies and regulations including, but not limited to, the Virginia Standards of Quality, Standards of Accreditation, Standards of Learning and Curriculum Frameworks and the NNPS Strategic Plan as they relate to supporting teaching and learning in traditional as well as alternative education settings.
3. Experiences with differentiated instruction and/or multi-tiered instructional processes.

4. Trains and advises staff, to communicate effectively (orally and in writing) and demonstrated interpersonal and organizational skills to facilitate and manage curriculum implementation, classroom support, and budget management.
5. Demonstrates leadership qualities and personal characteristics necessary for working effectively with students, teachers, administrators, parents, and community members.
6. Demonstrates ability to use and access a variety of media and technology to support job functions including, but not limited to, proficient use of Microsoft Office applications and student information system software.

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 essential functions.

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

Must possess a Master's Degree and Virginia Postgraduate Professional License or eligibility for Virginia licensure is mandatory. Endorsement in Administration and Supervision PK-12 is required. Must have experiences that indicate sensitivity to and an understanding of, the diverse behavior, academic, socioeconomic, cultural, and ethnic backgrounds of elementary students. Must successfully complete Crisis Prevention Institute training (restraint certification). Must have a minimum of three (3) years of successful full-time teaching in an elementary school setting is required; teaching experience in alternative education or a related leadership position is preferred. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

Performs other related duties as assigned by EDES.

Supervision Exercised: Assigned Staff

Supervision Received: EDES

This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator I – Elementary BASE will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director for Elementary School Leadership 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

08/2025