

Job Description

Job Title: Program Administrator II – IB/Governor’s Health Sciences **Supervisor:** Principal
Job Classification: Exempt **Pay Grade:** 42
Contract Length: 245 Days

Job Summary

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

Essential Duties

Governor’s Health Sciences Duties:

Administers the Governor’s Health Sciences Academy in cooperation with the principal. Including but not limited to the following activities:

- Serving as a primary contact to the Virginia Department of Education (VDOE) for Governor’s Health Sciences Academy.
- Facilitate the High School Governor’s Health Sciences Academy Planning and Advisory Committee
- Develop program marketing materials, web site, and forms for High School Specialty Programs
- Assist with scheduling and coordination of events with sponsoring partners
- Coordinate the application and selection process for the High School specialty programs
- Facilitate business and organizational participation and support of the High School specialty programs
- Promote High School Specialty Programs via various social media platforms

International Baccalaureate Duties:

- Record and distribute all IB communications, publications, forms, documents and reports.
- Contribute to the promotion and development of the IBDP both within and outside the School to include the recruitment of new students to the program through school visits, information sessions, and marketing materials.
- Regularly update faculty and administration on IB matters related to the IB Diploma Programme and all new/revised IB Diploma Programme publications.
- Ensure that appropriate textbooks and resources are made available.
- Organize and moderate internal assessment according to the Diploma criteria.
- Participate with school leadership on curriculum and assessment within school and the IBDP.
- Set and monitor goals to improve IB student retention rates and IB exam results.
- Manage the IB Diploma Program budget.
- Remain current in knowledge of IB instructional and programmatic developments and current educational practices by attending conferences, workshops and regional meetings.
- Provide regular verbal and written feedback to Principal regarding program implementation for purposes of growth and improvement.
- Model effective, research-based instructional strategies.
- Promote a collaborative culture reflective of an IB school.
- Collaborate on curriculum development in 9th and 10th grade as preparatory years for Diploma Program entry.
- Ensure that all teachers are suitably qualified and trained in accordance with IB requirements by conducting regular meetings with IB teachers.
- Provide support and information to teachers new to the IB, especially in pedagogy and assessment.
- Oversee the five-year review.
- Develop and implement professional development activities and coordinate participation in Diploma workshops and professional learning

- Inform all concerned about assessment procedures and deadlines.
- Prepare timelines for submission of work to the IB.
- Collaborate with staff on creation of the master schedule.
- Coordinate IB diploma program schedule and events in support of school master schedule

1. Assists the principal with interpreting and enforcing all school board policies and administrative regulations.
2. Counsels students and administers disciplinary action when necessary.
3. Conferences with parents of program students on a regular basis concerning discipline, academic achievement, and any other parental concerns.
4. Assists the principal in the supervision and performance evaluation of all staff assigned to the program.
5. Performs classroom observations and conferences with teachers to improve the instructional program.
6. Assists in school safety inspections, safety drill practice activities, and emergency evacuation procedures.
7. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment.
8. Model effective, research-based instructional strategies.

(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. Performs any other related duties as assigned by the school principal or appropriate administrator.
2. Models nondiscriminatory practices in all activities.

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 in education or a related field with some teaching experience to include related program experience. Must be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess a demonstrated involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess knowledge and effective skills in curriculum development and budget development. Must possess the ability to establish 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 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, to stoop, to sit on the floor, to climb stairs, to walk 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 – IB & Governor’s Health Sciences 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:

Principal	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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Revised 07/2021 CR