



Job Description

Job Title: Maritime Engineering and Environmental Science Academy Lab School Program Administrator II

Position Code:

Job Classification: Exempt

Supervisor: Executive Director of Secondary Teaching & Learning and K-12 Programs

Pay Grade: 42

Contract Length: 245 days

Job Summary

The Program Administrator for the Maritime Engineering and Environmental Science Academy (MEESA) Lab School will administer the assigned program in collaboration with the Executive Director of Secondary Teaching & Learning and K-12 Programs and the Executive Director of Secondary School Leadership. This individual will serve as the point-of-contact for program initiatives, communicate the program's vision, mission, and goals to all stakeholders, and oversee the day-to-day operations. The Program Administrator will establish relationships with colleagues, students, parents, and the community, coordinate educational partnerships, and promote the program to prospective stakeholders. Additionally, this role involves updating the program's digital presence, evaluating instructional activities, and securing additional funding through grants.

Essential Duties

1. Administer the MEESA program in cooperation with the Executive Director of Secondary K-12 Programs and School Leadership.
2. Serve as the on-site administrator and instructional leader for the lab school program.
3. Direct and maintain the day-to-day operation of the program.
4. Update and maintain the program's website and social media platforms.
5. Serve as the point-of-contact for program initiatives.
6. Communicate the program's vision, mission, and goals to all stakeholders, including colleagues, students, parents, and the community.
7. Promote the program to prospective students, parents, universities, and potential employers.
8. Establish and maintain relationships with colleagues, students, parents, and the community, recognizing and respecting every individual.
9. Identify and coordinate community and educational partnerships to match resources with program needs.
10. Assist in developing, administering, and evaluating the program's instructional activities and work-based learning programs.
11. Conduct research to prepare and write grants to secure additional funding for the program.
12. Provide guidance in selecting curriculum resources, instructional materials, and equipment.
13. Maintain an inventory of all instructional materials and equipment.
14. Manage the application and selection process for program students.
15. Counsel students and administer disciplinary action when necessary.
16. Perform classroom observations and confer with teachers to improve the instructional program.
17. Assist with the supervision and performance evaluation of all staff assigned to the program.
18. Work collaboratively with staff members, the Department of Teaching and Learning, School Leadership, School Counseling, and other departments as assigned.
19. Prepare reports and records related to program operations.
20. Model non-discriminatory 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. Performs any other related duties as assigned by the executive director 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 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 classroom or computer lab environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Teachers

Supervision Received: Executive Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The MEESA Lab School Program Administrator II will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Secondary Teaching & Learning and K-12 Programs or other 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