

Job Description

Job Title: Program Admin IV of Development & Expertise

Supervisor: Executive Director, Curriculum & Development

Position Code: IE57, AE57, RE57

Pay Grade: 47

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for supervising and assisting, as appropriate, the development, communication, implementation, and monitoring of the division's licensed instructional employee development programs in coordination with multiple departments.

Essential Duties

1. Determines current and anticipated professional development for licensed instructional personnel, school, district, and curricular needs and requirements.
2. Establishes plans for the continuous improvement of employee expertise to include goals, strategic initiatives, and timelines.
3. Works across departments to assist in the development and communication of licensed instructional employee development and evaluation process, including the identification of effective teaching.
4. Leads and manages the professional development process which includes scheduling, registration, site coordination, procedures, and communication.
5. Prepares job-related reports to include records of professional development activities and others as requested.
6. Collaborates on the recognition of employee expertise and innovation.
7. Represents the division at local, regional, and state affiliations through partnerships, membership, and participation.
8. Models nondiscriminatory 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. Keeps abreast of research and trends in the field of professional development and instructional best practices.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Development or other appropriate administrators.
- 3.

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 and be eligible for a Virginia Postgraduate Professional License. Must possess experience as a teacher and instructional leader of students and adults. Must possess extensive knowledge of the principles, practices, and current issues involved with conducting professional development.

Must demonstrate knowledge of instructional best practices, adult learning theory, and training design and development. Must possess demonstrated skills in contemporary MS Office software, workshop presentation, teambuilding techniques, and small/large group facilitation. Must possess excellent human relations, communication and organizational skills. Must possess the ability to establish and maintain effective working relationships with employees at all levels.

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 for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

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/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Instructional Specialists and Support Staff

Supervision Received: Executive Director, Curriculum & Development

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor, School Improvement will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director 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