



Job Description

Job Title: Program Administrator IV (non-licensed),
Outreach Services

Position Code:

Job Classification: Exempt

Supervisor: Executive Director, Youth
Development & Advancement

Pay Grade: 47

Contract Length: 245 Days

Job Summary

Position is responsible for the development, facilitation and management of Newport News Public Schools' High School GED program, Adult Education program, Attendance Services, recovery and re-entry services, drop-out prevention services, Homebound/Homeschool Services, and Homeless Education Act services. Position will also act as facility manager for Newport News Public Schools Family Education Center.

Essential Duties

1. Strategically plans, administers and directs assigned programs.
2. Prepares and administers a budget for assigned program and service areas, prepares grant applications and solicits funds to provide financial support for programs and services.
3. Formulates proposals for the development and revision of policies and procedures pertaining to assigned programs and services.
4. Coordinates the development, implementation and management for all assigned programs and services.
5. Clearly articulates and markets assigned programs and services to the School Board, staff, parents and the community.
6. Assists principals, administrators, teachers and other staff members with understanding assigned programs and services and making appropriate referrals for 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 and services in meeting school division goals and benchmarks.
9. Oversees the fiscal agent responsibilities for the Regional Adult Education Program.
10. Serves as the school division representative on selected community commissions and committees as pertains to assigned programs and services.
11. Plans, supervises and facilitates professional development programs for assigned professional staff as appropriate.
12. Provides program and service evaluation information for selected school division efforts.
13. Ensure compliance with all regulations and laws related to assigned programs and services.
14. Models non-discriminatory practices in all activities.

Other Duties

1. Perform any other related duties as assigned by the Executive Director, Youth Development & Advancement.

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, social work, or other field related to serving at risk populations of students and adults. Must have at least five years of experience in a supervisory role. Must possess knowledge and effective skills in program development, 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 and laws surrounding assigned programs.

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 neighborhoods 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 Program and Services Staff

Supervision Received: Executive Director, Youth Development & Advancement

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, Youth Development & Advancement 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

08/2025