

Job Description

Job Title: Program Administrator IV, Federal Programs

Supervisor: Chief Academic Officer

Pay Grade: 47

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing leadership and direction for federal funded programs and initiatives for the school division. Position formulates and defines long range plans and strategies; guides policy development and program design; coordinates implementation through subordinates; and evaluates the effectiveness of programs. Position advises Chief Academic Officer, Chief of Staff, and Executive Directors on federal programs, budget and compliance issues; ensures compliance with state and federal regulations; administers the federal programs budget.

Essential Duties

1. Identifies, develops and monitors the implementation of federal, state and local programs.
2. Collaborates with other departments/offices in preparing and submitting the district's federal entitlement applications including amendments, inventories and other required documents.
3. Coordinates the use of federal funds for programs across the division.
4. Interprets federal program legislation, informs and guides division personnel on recommended policies and procedures that best serve students, faculty, and staff.
5. Provides support and guidance to the school principals and staff regarding the implementation of federal programs.
6. Monitors state and federal legislation governing relevant programs and ensures the division's compliance.
7. Prepares and leads division team in response to Federal Program Monitoring of federal applications.
8. Monitors and evaluates the performance and effectiveness of federal programs and services; provides feedback and directs program modifications as needed.
9. Prepares and presents reports for the School Board as requested.
10. Prepares and monitors federal programs budget; reviews and authorizes requests for purchases using federal funds.
11. Plans, organizes, supervises, evaluates, and directs the work of office personnel.
12. Communicates with internal and external audiences on local, state and national levels to articulate information regarding division federal programs.
13. Directs the preparation of reports necessary to carry out the functions of the department.
14. 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. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Assistant Superintendent.

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 and be eligible for a Virginia License in administration and supervision. Must possess extensive experience in administration and supervision of federal programs or public education. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of federal programs within a public school division. Must possess a demonstrated ability to support division

goals and programs through initiatives within budgetary guidelines. Must possess the ability to develop and evaluate policies, long term plans, and federally funded programs. Must possess skills and abilities to use personal computer and productivity software applications, including word processing, databases and spreadsheets. Must possess excellent leadership, management, and communication skills. Must possess the ability to speak effectively before large groups as well as the School Board. Must possess the ability to establish and maintain effective working relationships with school division officials, staff, and the public.

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.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, 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 an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Chief Academic Officer

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties 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. The Program Administrator IV, Federal Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer 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

Updated: 8/2025