



## **Job Description**

**Job Title:** Regional Program Administrator

**Job Classification:** Exempt

**Supervisor:** Program Administrator, Outreach Services

**Pay Grade:** 39

**Contract Length:** 245 days

### **Job Summary**

The Regional Program Administrator is responsible for Adult Education Programs and related initiatives in Region 21 (Hampton, Newport News, Poquoson, Williamsburg/James City County and York County) in compliance with the requirements of the Virginia Department of Education Office of Adult Education and Literacy (OAEL)

### **Essential Duties**

1. Responsible for completing requests for funding from OAEL to support Region 21 adult education and workforce development opportunities.
2. In Region 21 work with local partners, one-stop workforce centers, area community colleges, and local employers to promote adult education and literacy initiatives and transitional opportunities to post-secondary education and employment.
3. Work with the adult education coordinators from each school division in the region to ensure the delivery of services specified in OAEL grants and specifically working with Workforce Investment Boards to accomplish the goals of the Workforce Innovation and Opportunity Act of 2014.
4. Complete all reports required by OAEL and provide supervision over the reimbursement process completed by the Newport News Public Schools Grant Technician.
5. Ensure that student data is correctly entered in NRS according to OAEL requirements, and utilize this data for program evaluation and improvement.
6. Assist the OAEL with program monitoring and evaluation, which would include participating in site visits and providing assistance as needed.
7. The Manager shall create and/or maintain an advisory board comprised of a representative from each member agency participating in the regional program.
8. Work with regional programs to develop outreach and recruitment of adult learners.
9. Work with regional programs to ensure continuous program improvement, including efforts to meet or exceed state and federal performance targets.
10. The manager shall develop or update the multi-year plan required by federal legislation.
11. The manager shall be responsible for developing staff development opportunities for regional staff to include participation in the Virginia Adult Education Certification Program.
12. Responsible for complying with monitoring and evaluation activities conducted by OAEL staff, including but not limited to, on-site visits and completion of corrective action plan.
13. The manager shall attend all required meetings or staff development event conducted by OAEL or the Virginia Adult Learning Resource Center.

(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 Program Administrator of Outreach Services

### **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 individual 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 Adult Education and/or meet the Virginia Department of Education licensure eligibility requirements. Experience working in adult education (GED/ESL) preferred. The administrator

shall possess the knowledge, skills, and credentials consistent with the responsibilities and duties required to effectively administer and manage federal and state funding. Possess the ability to communicate effectively, both verbally and in writing. Must possess excellent organizational, planning and human relations skills. Must have good knowledge of curriculum content and methods for instruction adult learners related to GED and ESOL instruction. Must have the ability to establish and maintain effective working relationship with adult learners, students, professional staff, and public partners.

**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.

**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. The noise level in the work environment is usually moderate

**Supervision Exercised:** Support to local program coordinators, and grant technician.

**Supervision Received:** Program Administrator, Outreach Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Regional Program Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator, Outreach Services 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:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

Revised 08/2025