

## Job Description

**Job Title:** Special Assistant to Superintendent

**Position Code:** 1E21, AE21

**Job Classification:** Exempt

**Supervisor:** Superintendent

**Pay Grade:** 47

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible serving as the Superintendent's liaison with organizational committees to include but not limited to Policy and Procedure and Calendar committees. Prepares and presents policy change recommendations for School Board approval. Position services as a resource and provides guidance to committees developing, achieving, and maintaining organizational structures for the efficient and appropriate operation of the School Division on behalf of the Superintendent

### **Essential Duties**

1. Assists the Superintendent in general administrative operations of the school division.
2. Assists the Superintendent with public inquiries and supplies information requested to other school divisions, teachers, colleges, and the public.
3. Serves as the Superintendent's designee at selected functions.
4. Tracks strategic planning for the Superintendent and the School Board.
5. Tracks the central office audit for the Superintendent and the School Board.
6. Serves as the Chair of the policy committee and prepares drafts of needed School Board policies, administrative rules, and status reports for the Superintendent's review and action.
7. Attends School Board meetings and serves on community or staff committees as designated by the Superintendent.
8. Prepares, reviews and submits reports and other documents as required by the Superintendent and the School Board.
9. Compiles operational statistics and other data as the superintendent may require.
10. Reports to the superintendent any developments or problems requiring the Superintendent's awareness or action.
11. Assumes such responsibilities as the Superintendent delegates and assumes full responsibility for discharging them.
12. Researches and prepares information for School Board members and others as directed by the Superintendent.
13. Serves as a liaison with designated city staff.
14. Makes appropriate preparations for all meetings of the School Board.
15. 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. Performs any other related duties as assigned by the Superintendent or other 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 and any combination of experience equivalent to three years of successful experience in public school administration. Must possess excellent communication and organizational skills. Must possess leadership qualities and the ability to establish and maintain effective working relationships with students, parents, 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. 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; 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 climb stairs, walk and 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:** None

**Supervision Received:** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Special Assistant to the Superintendent will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent 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 and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 07/2025jsa