

## Job Description

**Job Title:** Program Administrator II  
**Position Code:** 1E11, AE11  
**Job Classification:** Exempt

**Supervisor:** Principal  
**Pay Grade:** 42  
**Contract Length:** 220 / 245 Days

### **Job Summary**

Position is responsible for assisting the school principal in the planning, organization, administration, and management of an assigned school program. Position assists with supervising staff, creating a safe environment, monitoring curriculum, and other duties associated with the successful operation of a designated program.

### **Essential Duties**

1. Administers the assigned program in cooperation with the principal.
2. Assists the principal with interpreting and enforcing all school board policies and administrative regulations.
3. Assists in developing, administering, and evaluating the program instructional activities.
4. Counsels students and administers disciplinary action when necessary.
5. Conferences with parents of program students on a regular basis concerning discipline, academic achievement, and any other parental concerns.
6. Assists the principal in the supervision and performance evaluation of all staff assigned to the program.
7. Performs classroom observations and conferences with teachers to improve the instructional program.
8. Assists principal in preparing and administering the program's budget and finances.
9. Develops and implements staff development activities in the program.
10. Assists in school safety inspections, safety drill practice activities, and emergency evacuation procedures.
11. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment.
12. Prepares reports and records related to the program operations.
13. Assists in the distribution and inventory of school supplies, equipment, and instructional materials.
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. Performs any other related duties as assigned by the school principal or 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 in education or a related field with some teaching experience to include related program experience. Must be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess a demonstrated involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess knowledge and effective skills in curriculum development and budget development. Must possess the ability to establish 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 teachers, students, the community, and administrative staff.

### **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 terminal; 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 stoop, to sit on the floor, to climb stairs, to 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 a school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator II will be required to follow any other instructions and to perform any other related duties as assigned by the principal 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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Principal \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 5/2021 CR