



Job Description

Job Title: Secondary School Leadership Administrator Coach

Supervisor: Secondary Executive Director, School Leadership

Position Code:

Pay Grade: 50

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

The Secondary School Leadership Administrator Coach supports School Leadership Administrators in assuring the quality of the operation of secondary schools. Serves as a resource to Secondary School Leadership by providing guidance with professional development, school improvement plans, discipline, student attendance, testing, and data to measure progress.

Essential Duties

1. Responds to assigned administrators' requests for guidance in all areas of responsibility.
2. Assists School Leadership in evaluating the performance of school administrators.
3. Coordinates, supervises, and guides various aspects of the summer school program.
4. Analyzes enrollment projections, recommending staffing, assigning contingency staffing, and monitoring differentiated staffing plans.
5. Gathers information related to parent and community concerns and inquiries, and in the organization, staff development, and evaluation of the elementary summer school program.
6. Contributes to the development and implementation of student disciplinary policies and procedures.
7. Coaches, supports, and monitors administrator outcomes as they provide management and leadership for their schools in order to align with the NNPS mission and goals.
8. Coordinates the collection and reporting of disciplinary and achievement data to be used by school administrators in reducing discipline disproportionality and achievement gaps.
9. Provides guidance, support and coaching to school based leadership to improve overall school management.
10. Serves as a resource for administrators with an effort toward the goal of improving overall school performance with regard to school improvement plans, discipline, student attendance, testing, and data to measure progress.
11. Collaborate with School Leadership Executive Directors and Directors to facilitate effective administrator meetings
12. Plan and facilitate researched based effective professional development designed to further enhance and strengthen leadership capacity
13. Creates and maintains an administrator framework and handbook designed to effectively guide school administrators through preparation and implementation of the Newport News Vision and Mission for each phase of the school year.

(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.)

Other Duties

Attends staff development programs, principal and assistant principal meetings, and other professional development activities. Keeps abreast of developments, research, and new technology in the field. Performs any other related duties as assigned by appropriate supervisor.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s Degree and a Postgraduate Professional License and holds or is eligible for an endorsement as principal. Must have 10 years of progressive overall education experience in teaching, supervision, administration, with a minimum of five years focused on school administration. Demonstrated experience in developing and tracking a budget. Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws. Ability to keep and maintain accurate records and to meet deadlines. Possess strong organizational skills and interpersonal skills. Ability to communicate with individuals of varied cultural and educational backgrounds. Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers.

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; to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; 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/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Secondary Schools

Supervision Received: Secondary Executive Director, School Leadership

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secondary School Leadership Administrator Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Secondary Executive Director 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

04/2024 JSA