



## Job Description

**Job Title:** Program Administrator I

**Position Code:** 1E08, AE08

**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor & Principal

**Pay Grade:** 37

**Contract Length:** 202 / 220 / 245 Days

### Job Summary

Position is responsible for the daily operation and administration of a school program. Position is responsible for supervising staff, creating a safe environment, monitoring curriculum, budget development, and other duties associated with the successful operation middle school program.

### Essential Duties

1. Administers and manages the daily activities of an assigned school program.
2. Interprets and enforces all school board policies and administrative regulations which affect school operations.
3. Administers, develops, and evaluates the school's curriculum and instructional program.
4. Supervises student attendance, counseling, child studies, assessment, standardized testing, & other pupil services.
5. Establishes and maintains an effective learning climate in the school.
6. Establishes guidelines for proper student conduct and enforces discipline according to division policies & procedures.
7. Conducts conferences with parents regarding school policies, discipline issues, student performance, student attendance, test scores, and any other parental concerns.
8. Organizes & supervises the school's extracurricular program, intramural programs, & after school tutorial programs.
9. Confers with various members of the central administrative staff regarding transportation, special education, curriculum, pupil services, etc.
10. Assists the human resources department with interviewing and recommending qualified candidates for positions.
11. Supervises, evaluates, and counsels all professional, paraprofessional, administrative, and support personnel assigned to the school.
12. Works with the staff development department to provide in-service programs and professional development opportunities for personnel.
13. Conducts staff meetings on a regular basis for the proper functioning of the school.
14. Recommends to the superintendent, according to established procedures, the reappointment of employees whose work is satisfactory and the removal of those whose work is unsatisfactory.
15. Develops and implements the school's master schedule ensuring efficient and effective delivery of service to students and the best utilization of staff.
16. Prepares and administers the school budget and supervises school finances.
17. Attends and participates in evening and weekend school sponsored activities, athletic events, and special meetings such as PTA board, community support meetings, and parent workshops.
18. Assumes responsibility for the safety and administration of the school plant.
19. Plans and supervises an emergency preparedness program for the assigned middle school.
20. Acts as a liaison between the school, the general public, and local community groups to foster understanding and solicit support for overall school objectives and programs.
21. Prepares or supervises the preparation of all required building reports and records.
22. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Instructional Supervisor & Principal 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 Bachelor’s degree (Master’s degree preferred) in education or a related field with some teaching experience to include related program experience. Must be eligible for a Virginia Teaching License. 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; speak in audible tones so that others may understand clearly in normal classrooms; 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/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Instructional Supervisor & 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 I will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor & 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:**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

6/14/10 1r