

## Job Description

**Job Title:** Program Administrator I,  
Community Learning Centers

**Position Code:** 1E08, AE08

**Job Classification:** Exempt

**Supervisor:** Program Administrator IV, Youth  
Development

**Pay Grade:** 37S

**Contract Length:** 245 Days

*Note: Partially Grant Funded Position until 2013*

### Job Summary

Position is responsible for the administration of programs and activities associated with the Newport News Public Schools' 21<sup>st</sup> Century Community Learning Centers, and also assists with the implementation of Effective School-wide Discipline and Positive Behavior Support programs. Position is also responsible for collecting data to evaluate the effectiveness of programs, monitoring the budgets of the programs and providing administrative support to insure that all components of the programs are followed.

### Essential Duties

1. Provides on-site administrative support for Newport News Public Schools' 21<sup>st</sup> Century Community Learning Centers programs.
2. Provides data and information for grants to support 21<sup>st</sup> Century Community Learning Centers and other targeted intervention programs.
3. Assists in writing and managing grants to support 21<sup>st</sup> Century Community Learning Centers and other targeted intervention programs.
4. Provides program leadership and needed professional development for 21<sup>st</sup> Century Community Learning Centers and other targeted intervention programs.
5. Collects data to support the impact of 21<sup>st</sup> Century Community Learning Centers and other targeted intervention programs..
6. Effectively uses VDOE data collection systems to maintain NNPS' compliance with data requirements for 21<sup>st</sup> Century and ESD programs.
7. Manages communication and the registration of ESD (Effective Schoolwide Discipline) coaches, team leaders and teams for professional developments supporting the implementation of the program.
8. Understands and articulates federal and state regulations relating to the implementation of the 21<sup>st</sup> Century Community Learning Center and Effective School-wide Discipline programs.
9. Serves as a resource to school-based administrators, guidance counselors, teachers and other school personnel regarding Youth Development and Targeted Intervention programs.
10. Serves as the liaison between Child Nutrition Services and Transportation concerning the implementation of 21<sup>st</sup> Century Community Learning Centers and other targeted intervention programs.
11. Works collaboratively with school based administrators concerning facility use to support the implementation of 21<sup>st</sup> Century Community Learning Centers and other targeted intervention programs.
12. Maintains an inventory of non-consumable materials and supplies used to support the implementation of 21<sup>st</sup> Century Community Learning Centers and other targeted intervention programs..
13. Supports community Youth Development activities and events as needed (e.g. People to People, Chamber of Commerce Youth Leadership Alliance, Newport News Commission on Youth, Local Youth Summits).
14. Models non-discriminatory practices in all activities.

### Other Duties

1. Perform any other related duties as assigned by the Program Administrator IV or Executive Director.

2. Attends all required state and national meetings/conferences concerning 21<sup>st</sup> Century Community Learning Center Programs, Effective Schoolwide Discipline and Youth Development.

**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 accommodations 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 with related experience providing or facilitating services for school aged children. Must possess an understanding of the regulations surrounding the administration of 21<sup>st</sup> Century Community Learning Center grant funding and Effective Schoolwide Discipline programs. Must possess excellent communication, program management and interpersonal skills. Must be able to effectively use Microsoft Office. Must possess the ability to establish and maintain effective working relationships with students, parents, staff and outside agencies.

**Working Conditions and Physical Requirements**

Duties are performed in various environments to include an office environment, at school sites and community agencies, with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local, regional and national travel. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have a high level of violence potential.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** Assigned Staff  
**Supervision Received:** Program Administrator IV

*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, Community Learning Centers will be required to follow any other instructions and to perform any other related duties as assigned by Program Administrator IV or appropriate supervisor. 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 \_\_\_\_\_