

Job Description

Job Title: Program Specialist – Elementary BASE

Supervisor: Program Administrator,
Student Conduct & Discipline

Position Code: 38

Pay Grade:

Job Classification: Exempt

Contract Length: 220 Days

Job Summary

The Program Specialist for the BASE Program supports the daily operations and activities of this short-term, intensive behavior redirection program for elementary students (K–3) who require differentiated social-emotional and academic supports to achieve success and transition back to their home schools. The specialist works collaboratively with teachers, school leaders, families, and community partners to ensure high-quality instruction, positive behavior supports, and consistent implementation of intervention strategies. This role monitors student progress, coordinates support services, and promotes alignment with the Virginia Standards of Learning (SOL), accreditation requirements, and the NNPS Strategic Plan. The Program Specialist also provides coaching and guidance to staff, facilitates communication across schools and families, and assists with planning and transitions to ensure students receive safe, structured, and effective learning experiences that foster both academic and behavioral growth.

Essential Duties

1. Collaborates with staff, families, and administrators to support student placement, monitor progress, and ensure smooth transitions back to traditional school settings.
2. Helps plan and implement instructional and behavioral supports that align with Virginia Standards of Learning (SOLs), program guidelines, and NNPS policies.
3. Supports teachers, counselors, and paraprofessionals with effective classroom management strategies, crisis prevention, and positive behavior supports.
4. Provides coaching, feedback, and professional learning to staff to ensure fidelity to evidence-based instructional and behavioral practices.
5. Assists with data collection and analysis of academics, attendance, and behavior to guide instruction, interventions, and program evaluation.
6. Monitors student learning and behavior plans to ensure needs are met through differentiated instruction and supports.
7. Works with principals and central office staff to coordinate services, address concerns, and support program improvement.
8. Facilitates communication with families and community partners to reinforce positive student behavior and engagement in learning.
9. Supports budget and resource management for program operations under the direction of program leadership.
10. Represents the program as a subject-matter resource on K–3 alternative and behavioral supports.

(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 Required Skills and Abilities

The Program Specialist should demonstrate thorough knowledge of alternative education programs, behavior modification strategies, and child and adolescent growth and development.

Knowledge of national, state, and local policies and regulations—including the Virginia Standards of Quality, Standards of Accreditation, Standards of Learning, Curriculum Frameworks, and the NNPS Strategic Plan—is essential to ensure alignment with teaching and learning in both traditional and alternative settings. The specialist must have experience with differentiated instruction and multi-tiered systems of support, as well as the ability to train, coach, and advise staff effectively. Strong communication, interpersonal, and organizational skills are necessary to support curriculum implementation, classroom management, and resource coordination. The role requires leadership qualities and personal characteristics that foster collaboration with students, families, teachers, administrators, and community partners. In addition, the specialist should be proficient in using technology and digital tools—including Microsoft Office and student information system software—to support program operations and student success.

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 essential functions.

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

The Program Specialist must possess a Master’s Degree and a Virginia Postgraduate Professional License or be eligible for Virginia licensure. A minimum of three years of successful full-time teaching experience at the elementary level is required, with experience in alternative education, behavior intervention, or a related leadership or support role preferred. An endorsement in Administration and Supervision PK–12 is preferred but not required. The specialist must successfully complete Crisis Prevention Institute (CPI) training, including restraint certification, and demonstrate the ability to work effectively with students from diverse behavioral, academic, socioeconomic, cultural, and ethnic backgrounds. Strong skills in collaboration, coaching, and building positive relationships with students, families, staff, and community partners are essential.

Supervision Exercised: Assigned Staff

Supervision Received: Program Administrator, Student Conduct & Discipline

This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Specialist – Elementary BASE will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator, Student Conduct & Discipline 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

9/2025 JSA