

Job Description

Job Title: Supervisor of Summer & Enrichment Programs

Supervisor: Director of Academic Enrichment & Intervention

Position Code:

Pay Grade: 44

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Summer and Enrichment Programs is responsible for leading division-wide Extended Learning programs, with a primary focus on leading summer school planning and preparation. This position also supports afterschool programs, Saturday School, 21st Century, WE LEAP, and the school improvement process and grants associated with school improvement. The Supervisor works under the guidance of the Director of Academic Enrichment and Intervention, and ensures the successful implementation of all academic enrichment and intervention initiatives. This role also requires building-level leadership experience with school improvement and strategies to support school improvement efforts in alignment with the director's responsibilities.

Essential Duties

1. Lead the development, implementation, growth, and monitoring of Extended Learning programs, with a primary focus on summer school.
2. Coordinate all aspects of planning and logistics for the Extended Learning programs, ensuring seamless communication and collaboration with supporting departments.
3. Collaborate with instructional and curriculum departments in selecting instructional materials and developing curriculum for Extended Learning programs.
4. Develop reporting and data collection techniques to measure the effectiveness of programs and recommend appropriate changes to ensure the success of each program.
5. Work with administrators to supervise school-based team members when necessary.
6. Prepare and monitor budgets for all Extended Learning programs.
7. Oversee the ordering, inventory, and distribution of materials and equipment.
8. Conduct research to identify new public and private funding opportunities for extended learning. Collaborate with related departments to research, recommend, and write proposals and funding applications.
9. Develop and foster strong relationships with external organizations and businesses. Serve as the central office contact and liaison with business and non-profit community agencies regarding Extended Learning.
10. Represent the school division in relevant educational projects and initiatives at the local, regional, state, and national levels.
11. Organize meaningful work-based learning opportunities for students through business/industry and community resources.
12. Support school improvement initiatives by offering guidance and strategies to federally-identified schools, assisting in the management of federal programs as supervised by the Virginia Department of Education's Office of School Quality. Interpret regulations, policies, and accreditation standards; analyze data to aid schools in developing and implementing effective continuous improvement plans; and act as a liaison and support for schools not meeting state and federal accountability standards.

(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. Initiate and maintain effective liaisons with business and professional organizations to maintain a current knowledge of extended learning programs.
2. Perform any other related duties as assigned by the supervisor 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 and be eligible for a Virginia Teaching and Administrative License, with at least three successful years in administration preferred. Experience in leading extended learning programs, working with and coordinating efforts across multiple departments within a school division, and serving as a lead teacher or in a related instructional leadership position is preferred. Must have the ability to establish and maintain effective working relationships with administrators, teachers, students, the community, and administrative staff. Excellent oral and written communication skills and the ability to develop positive working relationships with a diverse population are required. Proficiency in using personal computers to input data, track participants, organize, document activities, and produce reports is essential. Building-level experience with school improvement and strategies to support continuous improvement plans is required.

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 classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk, and 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 an office/school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Director of Academic Enrichment and Intervention

This job description in no way states or implies these are the only duties to be performed by this employee. The Supervisor of Summer and Enrichment Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Academic Enrichment and Intervention 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 _____