

Job Description

Job Title: Supervisor of Juvenile Detention

Supervisor: Executive Director of Secondary Leadership

Position Code: 1E59, AE59 or RE59

Pay Grade: 45

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

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

Essential Duties

1. Administers the juvenile detention educational program in cooperation with the Executive Director of Secondary School Leadership.
2. Interprets and enforces all school board policies and administrative regulations that affect juvenile detention program operations.
3. Acts as a liaison between the Department of Education, court services, and the school division regarding the provision of education services to youth in the juvenile detention program.
4. Assists in developing, administering, and evaluating the juvenile detention program curriculum and instructional activities.
5. Coordinates specialized student-testing programs within the juvenile educational detention program.
6. Counsels students and administers disciplinary action when necessary.
7. Conferences with parents of juvenile detention program students on a regular basis concerning academic achievement, and any other educational concerns.
8. Assists the human resources department with interviewing and recommending qualified candidates for vacancies within the juvenile detention educational program.
9. Supervises, evaluates, and counsels all professional, paraprofessional, administrative, and support personnel assigned to the program.
10. Performs classroom observations and conferences with teachers to improve the instructional program.
11. Develops and implements the schools' master schedule ensuring efficient and effective delivery of service to students and the best utilization of staff.
12. Assists in preparing and administering the juvenile detention educational program's budget and finances.
13. Collects monthly attendance data and completes reports as required by the Virginia Department of Education.
14. Develops and implements staff development activities in the juvenile detention educational program.
15. Provides presentations to students, parents, the community, and other educators explaining the juvenile detention educational program.
16. Assists in school safety inspections, safety drill practice activities, and emergency evacuation procedures.
17. Acts as a liaison between the juvenile detention educational program, the general public and local community groups to foster understanding and solicit support for overall school objectives and programs.
18. Case manages the educational program for special education students in the detention school program.
19. Coordinates volunteer and community groups for enrichment activities in the detention school program.
20. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment at the juvenile detention facility.
21. Establishes procedures for assessing, monitoring, and reporting student progress within the juvenile detention educational program.
22. Prepares reports and records related to juvenile detention program educational operations.
23. Ensures that there are adequate supplies, equipment, and instructional materials for the juvenile detention educational program.
24. Attends Virginia Department of Education Detention meetings, principals' staff meetings, in services and conferences.

(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

Performs any other related duties as assigned by the Executive Director of Secondary School Leadership.

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 Postgraduate Professional License in administration and supervision; endorsement in special education preferred. Must possess at least three years of successful experience as a teacher with some experience at the middle or high school level. Successful teaching experience with at risk students required. Must possess knowledge of special education laws, regulations, policies, and procedures. Must possess the ability to establish and maintain effective working relationships with students, teachers, parents, court services and community agencies.

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 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: Executive Director of Secondary School Leadership

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

Revised 07/2019 CR