



Job Description

Job Title: Program Administrator II, First Step

Position Code: 1E11 or AE11

Job Classification: Exempt

Supervisor: Supervisor, Title I Programs

Pay Grade: 40

Contract Length: 245 Days

Job Summary

Position is responsible for assisting the school supervisor in the planning, organization, administration, and management of a First Step program. Position assists with supervising staff, creating a safe environment, monitoring curriculum, and other duties associated with the successful operation of a First Step program.

Essential Duties

1. Administers the First Step program in cooperation with the school principal.
2. Assists the school principal with interpreting and enforcing all school board policies and administrative regulations.
3. Assists in developing, administering, and evaluating the First Step program curriculum and instructional activities at the assigned school(s).
4. Coordinates the transition program to facilitate adjustment for First Step students entering/transferring into the school.
5. Coordinates specialized student-testing programs within the First Step program.
6. Counsels students and administers disciplinary action when necessary.
7. Conferences with parents of First Step program students on a regular basis concerning discipline, academic achievement, and any other parental concerns.
8. Assists the school principal in the supervision and performance evaluation of all staff assigned to the First Step program.
9. Performs classroom observations and conferences with teachers to improve the instructional program.
10. Assists in the preparation of schedules related to the First Step program operations including the master schedule, in-school activities, field trips, school calendar, and other schedules as requested.
11. Assists in preparing and administering the First Step's budget and finances.
12. Assists in the supervision of and participates in evening and weekend First Step sponsored activities and special meetings to include community support meetings and parent workshops.
13. Develops and implements staff development activities in the First Step program.
14. Provides presentations to students, parents, the community, & other educators explaining the First Step program.
15. Recruits First Step program students and staff.
16. Assists in school safety inspections, safety drill practice activities, and emergency evacuation procedures.
17. Acts as a liaison between the First Step program, the general public, and local community groups to foster understanding and solicit support for overall First Step objectives and programs.
18. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment at the assigned First Step.
19. Prepares reports and records related to First Step program operations.
20. Assists in the distribution and inventory of school supplies, equipment, and instructional materials.
21. Models nondiscriminatory practices in all activities.

Other Duties

1. Assists the school principal with interviewing and recommending qualified candidates for vacancies within the First Step program.

2. Performs any other related duties as assigned by the Supervisor, Title One Programs 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 Master's degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the elementary school level. Some teaching experience in a preschool setting or First Step programs preferred. Must possess a comprehensive knowledge of the current issues, principles, and practices in preschool program education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, and budget development. Must possess the ability to assist with administering and managing the operation of a preschool program. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

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/typewriter; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; 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 environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned staff

Supervision Received: Supervisor, Title I Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator II, First Step will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor, Title I Programs 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

Updated: 10/21/09