



## Job Description

**Job Title:** Program Administrator II  
Gateway PEEP

**Position Code:** 1E11 or AE11

**Job Classification:** Exempt

**Supervisor:** Supervisor II  
Special Education

**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 preschool school program. Position assists with supervising staff, creating a safe environment, monitoring curriculum, and other duties associated with the successful operation of a preschool special education program.

### **Essential Duties**

1. Administers the preschool program in cooperation with the supervisor.
2. Assists the supervisor with interpreting and enforcing all school board policies and administrative regulations.
3. Assists in developing, administering, and evaluating the preschool program instructional activities.
4. Coordinates scheduling of evaluations and eligibility meetings within the preschool program.
5. Ensures that federally mandated timelines are met; tracks completion of assessment components and triennial re-evaluation dates for assigned students; maintains confidential records of assigned students.
6. Counsels students and administers disciplinary action when necessary.
7. Conferences with parents of preschool program students on a regular basis concerning discipline, academic achievement, and any other parental concerns.
8. Assists the supervisor in the supervision and performance evaluation of all staff assigned to the preschool program.
9. Performs classroom observations and conferences with teachers to improve the instructional program.
10. Assists supervisor in preparing and administering the preschool school's budget and finances.
11. Develops and implements staff development activities in the preschool program.
12. Assists in school safety inspections, safety drill practice activities, and emergency evacuation procedures.
13. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment.
14. Prepares reports and records related to the preschool program operations.
15. Assists in the distribution and inventory of school supplies, equipment, and instructional materials.
16. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Assists the supervisor with interviewing and recommending qualified candidates for vacancies within the preschool program.
2. Performs any other related duties as assigned by the Supervisor II, Special Education 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 Postgraduate Professional License in administration and supervision. Endorsement in special education in early childhood special education or related experience. Must possess at least three years of successful experience as a teacher with some experience at the preschool level or early childhood level. Must possess a comprehensive knowledge of the current issues, principles, and practices in special education. Must possess the ability to assist with administering and managing the operation of a preschool. 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. Exhibit manual dexterity to dial a telephone, to enter data into a computer, 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 II, Special Education

*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, PEEP will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Special Education 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:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated: 10/21/09