

Job Description

Job Title: Program Administrator II – IB/Governor’s Health Sciences **Supervisor:** Principal
Job Classification: Exempt **Pay Grade:** 42
Contract Length: 245 Days

Job Summary

Position is responsible under the direction of the principal and the magnet/specialty program administrator for assisting with the development and mentoring of assigned teachers; coordinating and providing staff development; identifying resources to support the instructional needs of teachers; and assisting with the monitoring of student academic progress and management of student completion towards program requirements.

Essential Duties

1. Create, support, coordinate, and monitor enrollment options for students in the magnet/specialty program.
2. Assist with course program planning, selection of curriculum resources and equipment.
3. Assists with coordination of district testing to include (IB and CTE industry certifications).
4. Provides instructional leadership, instructional coaching support and mentoring to assigned teachers.
5. Plans, prepares and evaluates professional development initiatives for instructional staff.
6. Maintains inventory of departmental materials.
7. Observes and conferences with teachers as assigned by the principal/specialty program administrator and helps formulate plans of action for improvement of performance as needed.
8. Provides the instructional leadership team with periodic updates on department curriculum issues.
9. Assist with coordinating work-based learning experiences for students (to include identifying business partners and site location opportunities).
10. Works with instructional staff to analyze data relative to student learning, align the curriculum to ensure proper pacing of curriculum and development of results oriented instructional plans.
11. Shares current research in the respective field with fellow teachers.
12. Works with school counseling and instructional support teams to ensure proper placement and open curriculum access for students.
13. Conducts regular meetings with new teachers to assist with adjustment to division and school.
14. Evaluates academic and social growth of students within the specialty programs, and keeps appropriate records to include attendance reports, community service reports, etc.
15. Participates in faculty committees and the sponsorship of student activities/clubs/career and technical organizations directly related to the specialty programs
16. Assist with the recruitment of staff and students for the specialty programs.
17. Models nondiscriminatory practices in all activities.

(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. Performs any other related duties as assigned by the school principal 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)

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Must possess a Bachelor's or Master's degree in education or a related field. Public education (PreK-12) experience required with experience in secondary schools preferred. Must possess the ability to communicate effectively

verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & 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; to 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: Principal

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 – IB & Governor’s Health Sciences will be required to follow any other instructions and to perform any other related duties as assigned by the Principal 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:

Principal _____ Date _____

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

Employee Name (Print) _____ Signature _____ Date _____

Revised 02/2023 CR