

## Job Description

**Job Title:** Director of K-12 Programs

**Pay Grade:** 51

**Job Classification:** Exempt

**Contract Length:** 245 days

### **Job Summary**

Position is responsible for planning, administering, and evaluating divisionwide K-12 programs, including gifted education, digital learning, fine and performing arts, health and physical education, world languages, English learner services, summer learning, and other assigned programs. Position provides leadership and supervision to ensure program effectiveness and student success.

### **Essential Duties**

1. Provides leadership for the planning, implementation, monitoring, and evaluation of K-12 programs, including gifted education, digital learning, fine and performing arts, health and physical education, world languages, English learner services, summer learning, and other assigned programs.
2. Establishes divisionwide goals, strategic priorities, and improvement plans for assigned programs to support student achievement and success.
3. Coordinates with division leaders, principals, and instructional staff to ensure program alignment, consistency, and effective implementation across schools.
4. Oversees gifted education, English learner services, and other assigned programs and ensures compliance with applicable state and federal requirements, regulations, and division policies.
5. Collaborates with Federal Programs, School Leadership, and school administrators to support the planning, implementation, monitoring, and reporting of state and federally funded initiatives, including assigned school improvement planning requirements.
6. Leads division efforts related to digital learning and instructional technology integration to support effective teaching and learning.
7. Supports principals and school leadership teams in developing, implementing, and monitoring **academic** enrichment, intervention, and extended learning opportunities to meet student needs.
8. Coordinates and facilitates professional learning for teachers, instructional leaders, and administrators within assigned program areas.
9. Supervises assigned coordinators, specialists, and program staff and provides coaching, support, and performance evaluation.
10. Develops and maintains partnerships with community organizations, institutions of higher education, businesses, and other stakeholders to enhance student opportunities and program effectiveness.
11. Develops, monitors, and manages assigned budgets, grants, contracts, and resources to ensure effective and efficient use of funds.
12. Collects, analyzes, and reports program and student performance data to evaluate effectiveness, monitor implementation, and inform continuous improvement efforts.
13. Prepares reports, presentations, recommendations, and other communications for division leadership, the Superintendent, School Board, and community stakeholders.
14. Maintains current knowledge of educational trends, legislation, research, and best practices related to assigned program areas.
15. Performs other duties as assigned by the Chief Academic Officer.

(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.)

### **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 in education and hold or be eligible for Virginia licensure with an endorsement in Educational Leadership. Doctorate preferred. Significant experience in public education, including experience in instructional leadership, program administration, curriculum implementation, or school leadership required. Thorough knowledge of program planning, implementation, evaluation, and continuous improvement; ability to analyze and interpret data; ability to develop and present ideas effectively, both orally and in writing; and ability to establish and maintain effective working relationships with school administrators, staff, community partners, the School Board, and the general 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Exhibits manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

**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 environment.

**Supervision Exercised:** Supervisor of Visual and Performing Arts; Supervisor of Digital Learning; Supervisor of Gifted Services; Supervisor of English Learner Services; Supervisor of World Languages; and other assigned program staff.

**Supervision Received:** Chief Academic Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of K-12 Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer 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

06/2026 KR