

Job Description

Job Title: Asst Program Administrator

Supervisor: Program Administrator III

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary:

The Assistant Program Administrator supports the daily operations of the assigned program under the leadership of the Program Administrator III. This role helps foster a culture of continuous improvement, with a strong focus on student achievement, program innovation, and staff development. The Assistant Program Administrator collaborates in executing school-wide priorities, managing daily logistics, and coordinating services that enhance student engagement and success in a non-traditional academic setting.

Essential Duties:

1. Assist in the development and implementation of the school's instructional goals.
2. Monitor and support teaching and learning to ensure alignment with program vision.
3. Contribute to the evaluation of instructional effectiveness using data and student outcomes.
4. Assist with student enrollment, placement, and scheduling based on program design.
5. Provide direct support to students through mentoring, discipline, and academic interventions.
6. Support the design and implementation of individualized supports for students with unique needs.
7. Assist with the induction and mentoring of new teachers and staff.
8. Support professional development efforts, observe instructional practices, monitor performance expectations and provide feedback aligned with school goals.
9. Coordinate daily operational logistics, including attendance, safety protocols, and scheduling.
10. Support the Program Administrator in managing facility and resource needs.
11. Serve as a liaison among students, staff, parents, and community partners to ensure timely communication and collaboration among staff and with families.
12. Support the school's relationship with other high schools and district departments.
13. Help maintain a positive school climate by modeling respectful and inclusive practices.
14. Assist with the implementation of local and state assessments.
15. Analyze and interpret student performance data to inform planning and instruction.
16. Support compliance with all school, district, and state reporting requirements.
17. Contribute to the development and implementation of innovative non-traditional programming.
18. Assist in promoting a supportive environment that encourages student ownership of learning.
19. Participate in continuous improvement efforts to enhance student engagement and outcomes.
20. Demonstrate professional, ethical, and inclusive conduct at all times.
21. Maintain confidentiality and uphold district policies and procedures.

(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

Stays informed of developments and research pertaining to effective schools. Performs any other related duties as assigned by the Executive Director of Secondary School Leadership 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)

Master's degree from an accredited college or university. Eligible for or holds a Virginia Postgraduate Professional License with an endorsement in Administration and Supervision. Minimum of three years of successful teaching experience; experience in secondary education preferred. Demonstrated leadership ability, with experience in instructional coaching, student support services, or program coordination desirable. Knowledge of alternative education models, curriculum development, and student-centered practices. Strong organizational and communication skills; ability to build positive relationships with diverse stakeholders.

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: Program Administrator III

This job description in no way states or implies that these are the only duties to be performed by this employee. The Asst Program Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator III 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 Name (Print)	Signature	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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Revised 06/25 JSA