

Job Description

Job Title: Navigating Wealth Building Case Manager

Position Code:

Job Classification: Exempt

Supervisor: Regional Program Manager

Pay Grade: 30

Contract Length: 245 Days

Job Summary

Position is responsible for coordinating a workforce readiness program in partnership with the City of Newport News.

Essential Duties

1. Oversee and carry out the 5-10 cohorts annually providing workforce readiness to TANF and VIEW eligible clients.
2. Collaborate with the City of Newport News and Human Services partners to help promote the NWB program.
3. Oversee and manage the (NNPS) NWB staff.
4. Monitor and maintain documentation of student case notes, records of attendance and performance for all NWB, VDSS and VADOE program-reporting purposes.
5. Provide staff development activities, staff meetings and curriculum development activities.
6. Other activities required to meet the NWB's program goals.
7. Ensures compliance with School Board policies and procedures.
8. 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. Maintains professional competence by attending regional and state professional development programs, curriculum development workshops, and other professional activities.
2. Performs any other related duties as assigned by the Regional Program Manager
3. Performs duties in compliance with federal grant regulations.

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 Bachelor's degree in Education or related field. Experience overseeing instructional staff teaching adult students is preferred. Must possess the ability to communicate effectively, both verbally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have good knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in workforce readiness skills, obtaining a GED® credential and/or instructing non-native speakers in gaining skills in English speaking, listening, reading and writing. Must have the ability to establish and maintain effective working relationships with adult learners, professional staff, and public partners.

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; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; 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. The noise level in the work environment is usually moderate.

Supervision Exercised: NWB Support Staff

Supervision Received: Regional Program Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The NWB Case Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Program Manager 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

08/2025