



Job Description

Job Title: Program Administrator II, Aviation Academy

Position Code: 1E11, AE11

Job Classification: Exempt

Principal: Executive Director

Pay Grade: 42

Contract Length: 245 Days

Job Summary

Position is responsible for assisting the school principal in the planning, organization, administration, and management of an Aviation magnet school program within an assigned secondary school. Position assists with supervising staff, creating a safe environment, monitoring curriculum, budget development, and other duties associated with the successful operation of a magnet school program;

Essential Duties

1. Provides for the general administration of the Aviation Academy program in cooperation with the Denbigh High Principal.
2. Coordinates the transition of Aviation students entering/leaving the Aviation program on a semester basis.
3. In cooperation with the testing coordinator at Denbigh High, process the necessary student-testing programs.
4. Conference and counsel with Aviation students and parents on a regular basis concerning academic achievement, behavior, future planning of students, and any other concerns.
5. Develop budgets and manage them to provide supplies, materials and other necessary equipment for student and teacher success.
6. Responsible for coordinating the recruitment of Aviation Academy students.
7. Maintain and present as necessary reports and records related to the over-all operation of the Aviation Academy.
8. Seek funding sources for academy operations.
9. Model nondiscriminatory practices in all activities.
10. Coordinate the Aviation programs with all educational partners, such as Hampton University, TNCC, CNU, FAA, community partners, and other agencies.

(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. Assists the secondary school principal with interviewing and recommending qualified candidates for vacancies within the magnet school program.
2. Performs any other related duties as assigned by the Principal 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)

Must possess a Master's degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher at the secondary level or above. Must possess knowledge and effective skills in curriculum development, instructional practices, and budget development. Must possess the ability to administer and manage the operations of secondary school magnet program. Must possess human relation skills to be able to work

with staff, students, parents, and the community. Experience in aviation industry to include flight training and/or aviation maintenance preferred but not required.

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; 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: Executive Director

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

6/14/10 lr