



Job Description

Job Title: Substitute School Administrator - Secondary

Supervisor: Executive Director

Job Summary

Under the direct supervision of the Executive Director or appropriate administrator, the Substitute School Administrator is responsible for the operation and instructional leadership at elementary and secondary schools during the absence of the site administrator.

Primary Responsibilities

1. Manage day-to-day activities at a secondary school;
2. Follow any specific directions stipulated by the site administrator;
3. Ensure a safe and productive environment for students and staff;
4. Address student, staff, and/or parent concerns/issues as they arise;
5. Monitor students' unstructured time during recess, lunch, and after school for safety and to ensure there is adequate adult supervision available;
6. Administer record keeping, if needed;
7. Supervise teachers, counselors, librarians, and other support staff;
8. Build and maintain positive rapport with all school site/division stakeholders;
9. Attend IEP, 504 Plan meetings;
10. Explain or answer procedural questions;
11. Observe classroom instruction;
12. Follow and ensure compliance with Newport News Public Schools policies and procedures;
13. Meet with other administrators, parents, and community organizations, as needed;
14. Leave a written account of the major issues encountered during the day for the site administrator; and
15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school site.

(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 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. And

at least three year's of school-level administrative experience. Must possess a comprehensive knowledge of the current issues, principles, and practices in public school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, and interpretation of test data. Must possess the ability to assist with administering and managing the operation of a school. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and 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/typewriter, and to perform; 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: All licensed administrative, instructional and support 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 Substitute School 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

LS - 05/2024