NEWPORT NEWS PUBLIC SCHOOLS

# Job Description

**Job Title**: Program Administrator IV, Juvenile Detention

**Supervisor:** Executive Director of Secondary School Leadership

**Pay Grade**: 47

**Job Classification**: Exempt

**Contract Length**: 245 Days

**Job Summary:**

Position is responsible for the daily operation and administration of the education program at the Newport News Juvenile Detention Center. Incumbent is expected to lead by establishing a culture for continuous improvement. The Program Administrator of Juvenile Detention is responsible for hiring and supervising assigned staff and overseeing student programs. Focus all efforts to promote student achievement, advancement and youth development. Develop staff to promote employee expertise and monitor by implementing a system to determine performance and progress.

**Essential Duties:**

1. Facilitating the development, communication, implementation and evaluation of a shared vision of teaching and learning that leads to student academic success;
2. Developing, advocating, and sustaining an academically rigorous, positive, and safe school climate for all stakeholders;
3. Managing human resources effectively by assisting with selection and induction, and by supporting, evaluating and retaining quality instructional and support personnel;
4. Supporting, managing, and overseeing the school's organization, operation, and use of resources;
5. Communicating and collaborating effectively with stakeholders internal and external to Newport News Public Schools, including VDOE State Operated Programs, the Department of Juvenile Justice, and home school divisions;
6. Working collaboratively with the detention center superintendent, facility staff, and leadership;
7. Maintaining current knowledge of Virginia regulations regarding Juvenile Detention and VDOE State Operated Programs;
8. Demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession;
9. Exercising leadership which results in measurable student academic progress based on established standards;
10. Implementing the state and local testing program, including SOL, VAAP, and WIDA assessments;
11. Ensuring the timely enrollment of all school-age residents, requesting educational records, and developing individualized schedules that meet each student's needs;
12. Designing innovative programming, including career and technical education, workforce readiness, and transition supports, that meets the needs of students in a non-traditional setting. Modeling nondiscriminatory practices in all activities;
13. Overseeing student services, records, and program resources in accordance with state and federal requirements, including special education, Section 504, English learner services, student transitions and reenrollment, graduation progress, program budget, and required data reporting to VDOE State Operated Programs;
14. Serving as the liaison between VDOE State Operated Programs, Newport News Public Schools, and detention center administration, and implementing the program in accordance with the VDOE cooperative agreement and the VDOE State Operated Programs 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)**
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 with some experience at the secondary school level. Three years' administrative experience at the secondary school level preferred. Must possess a comprehensive knowledge of the current issues, principles, and practices in public secondary 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 secondary program. 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; 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 performed within a secure juvenile detention facility. The employee must follow facility security procedures and complete any required background checks and facility training. The work involves daily interaction with youth who may be in crisis or have experienced trauma.

**Supervision Exercised:** Assigned staff
**Supervision Received:** Chief Schools Officer and Executive Director, School Leadership

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

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Supervisor Name (Print) Signature Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date

11/2026 JSA