

Job Description

Job Title: Director of Administrator Learning and Leadership Development

Supervisor: Chief of Staff

Position Code:

Pay Grade: 49

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for directing, managing and coordinating efforts to build and support a professional learning program, designed for current and aspiring administrators, that is innovative, research-based and job-embedded.

Essential Duties

1. Collaborate with the Department of School Leadership to ensure all professional learning supports best practices in administrative leadership.
2. Design, coordinate and manage a division-wide professional learning program to support the professional growth of aspiring and sitting administrators.
3. Direct and manage the leadership development vision of the division in an effort to design and implement an innovative, research-based, job-embedded professional development program that assists administrators in fully supporting the implementation of the strategic plan.
4. Collaborate with central office departments to ensure all professional learning supports a culture of growth and excellence.
5. Oversee the development and implementation of ongoing training and follow-up for school-based and department administrators in the use of protocols and practices that support the development of a collaborative culture.
6. Provide leadership for principal mentors to build their capacity to support the growth of novice leaders.
7. Work collaboratively to prepare a budget and supervise the allocation of resources.
8. Provide reports to executive leadership regarding activities, costs, performance, etc. as required.
9. Account for the supervision, development, and evaluation of special projects as assigned by Chief of Staff.
10. Conduct or participate in workshops, committees, and conferences designed to promote leadership and professional learning.
11. Stay abreast of national and state standards, current trends, and issues related to professional learning and best practice; serve on a variety of state and local committees.
12. Perform related work, as required.

(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. Performs any other related duties as assigned by the Chief of Staff or other appropriate administrators.

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 in education, Administration and Supervision PreK-12 endorsement, at least three years of experience as a classroom teacher, and at least two years of building principal level. Central office administrative experience is preferred. Must have a thorough knowledge of the school division's strategic plan, procedures, and organization; thorough knowledge of school personnel and administrative practices, procedures and methods; considerable knowledge of the principles and methodologies of effective professional learning; ability to

demonstrate, deliver and articulate oral presentations and written communication; ability to demonstrate excellent oral and written communication skills; ability to establish and maintain effective working relationships with school officials, administrators, teachers, and associates.

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 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 an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assigned Staff

Supervision Received: Chief of Staff

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

Revised 05/2020 CR

