

# NEWPORT NEWS PUBLIC SCHOOLS

## JOB DESCRIPTION

**JOB TITLE:** Coordinator II, Dropout Recovery  
**POSITION CODE:** 1E15, AE15, RE15  
**JOB CLASSIFICATION:** Exempt

**SUPERVISOR:** Executive Director, Youth Development  
**PAY GRADE:** 42S  
**CONTRACT LENGTH:** 245 Days

### **JOB SUMMARY:**

Position is responsible for the development and implementation of a division-wide Drop-out recovery program to provide educational and workforce development services to students and adults in the community who need a high school credential.

### **ESSENTIAL DUTIES**

1. Develop and implement a model of tracking dropouts for re-entry that includes assessment of students and referral to appropriate educational placements within the continuum of services available.
2. Coordinate services with school division staff to support dropout prevention and intervention services including the development of services for youth who need alternative schedules in order to complete a high school diploma.
3. Establish partnerships with community agencies and businesses to expand high-interest services available at learning centers to recruit and retain more adult learners.
4. Coordinate the expansion of services to assure that residents in all areas of the city have access.
5. Coordinate the staffing and delivery of services at all Learning Centers, to maximize access to instruction and testing for all areas of the city.
6. Develop and implement a new model for responding to extreme truancy which includes re-entry through learning centers for assessment, intervention, and placement.
7. Supervise and coordinate attendance services K-12 to insure compliance with attendance law and school division policy and procedures.
8. Supervise and coordinate services for homeless youth and families which will include securing future funding for Homeless Liaison Specialist in addition to funding for support services.
9. Continue to work with staff development (Innovation and Development) to provide training regarding the impact of poverty/homelessness etc. on students.
10. Acts as Adult Education Program Manager, attending required meetings and representing the division in collaborative meetings with the One-Stop System, the Regional Literacy Coordinating Committee and other professional organizations.

### **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 accommodations 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 in education administration, social work, or other field related to serving at risk populations of students and/adults. Must have at least three years experience in a supervisory role. Must possess knowledge and effective skills in program development, program management, budget development and program evaluation. Must possess the ability to establish and maintain effective partnerships with community agencies/businesses and provide program planning. Must possess excellent communication, interpersonal and organizational skills. Must possess the ability to establish and maintain effective working relationships with central office administrators, principals, teachers, students and the community.

### **Working Conditions and Physical Requirements**

Duties are performed in various environments to include an office environment, at school sites, at homeless shelters and in the community, with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local, regional and national travel. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhood considered to have a high level of violence potential.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** Attendance Officers, ISAEP Coordinator, GED Chief Examiner, Learning Center Staff

**Supervision Received:** Executive Director, Youth Development

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator II for Dropout Recovery will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director for Youth Development or other appropriate supervisor. 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

Date

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

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Employee Name (Print)

Signature

Date