



## Job Description

**Job Title:** Executive Director, Youth Development

**Position Code:** 1E26, AE26

**Job Classification:** Exempt

**Supervisor:** Superintendent

**Pay Grade:** 52

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing leadership and direction to the department, alternative school principals/administrators and other assigned staff. Position is responsible for all components of the Adult Education program, including supervising personnel and managing resources dedicated for, Adult Basic Education, General Education Development, and Community Education programs. Position advises the Superintendent on issues within assigned area of responsibility; communicates with the School Board and the community regarding division programs; ensures compliance with state and federal regulations; administers the department budget; and supervises staff.

### **Essential Duties**

1. Develops goals, objectives, and long range plans to attain the vision and mission of the division; and participates in high-level planning and decision making with other executive staff members.
2. Supervises programs and personnel in the areas of student activities, character education, student attendance, job training assistance, and school health.
3. Promotes adult education programs through community networking and recruiting efforts; recruit and train tutors and teachers.
4. Monitors state and federal legislation governing assigned areas and programs, and ensures that the division is in compliance.
5. Interprets assigned programs, philosophy, and policies of the school division to staff, students, and the community at large
6. Appoints and chairs committees to address division wide concerns within assigned area of responsibility.
7. Ensures that the Superintendent is kept fully informed matters within the department; and advises him/her on such issues.
8. Attends School Board meetings/work sessions; and prepares and presents reports for the School Board as requested and directed.
9. Prepares and monitors the department budget and seeks grant/outside funding; reviews and authorizes requests for the purchase of department materials..
10. Ensures a sound organizational structure for operations; supervises, evaluates, and directs the work of departmental personnel.
11. Communicates with internal and external audiences on local, state and national levels to articulate information regarding division programs.
12. Prepares or oversees the preparation of all required reports and maintain appropriate records.
13. Provides leadership and direction for the assigned area(s) of responsibility.
14. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in secondary education.
2. Performs any other related duties as assigned by the Superintendent 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)**

Must possess a Master’s degree (Doctorate preferred). Must possess ten years administrative experience in public schools. Must possess budget planning and management experience. Must possess a demonstrated ability to support division goals and programs through instructional initiatives within budgetary guidelines. Must possess excellent leadership, management, and communication skills. Must possess the ability to speak effectively before large groups and high level executives. Must possess the ability to establish and maintain effective working relationships with school division officials, staff, and the public. Must be skilled in the use of common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

**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 levels; 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.

**Supervision Exercised:** None

**Supervision Received:** Superintendent

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