



## Job Description

**Job Title:** Director of Academic Enrichment and Intervention

**Job Classification:** Exempt

**Supervisor:** Chief Academic Officer

**Pay Grade:** 50

**Contract Length:** 245 days

### Job Summary

The Director of Academic Enrichment & Intervention will collaborate with the Department of Teaching & Learning and school administrators to create coherent and cohesive programs and resources that support student achievement through intervention and enrichment both within and outside the school day and school year.

### Essential Duties

1. Collaborate with the Departments of Teaching and Learning and School Leadership.
2. Formulate and implement a district plan integrating intervention, remedial, and enrichment programs to improve the district efforts in providing a cohesive and coherent system of support for students across the learning spectrum.
3. Oversee the planning, development, and execution of all summer school programming, ensuring alignment with district goals for academic enrichment and intervention, and coordinate with school leaders to facilitate effective summer learning opportunities for students.
4. Provide and facilitate instructional technical assistance to schools, ensuring compliance with the Standards of Accreditation.
5. Offer guidance to federally-identified schools, assisting in the management of federal programs as supervised by the Virginia Department of Education's Office of School Quality, interpreting regulations, policies, and accreditation standards, analyzing data to aid schools in developing and implementing effective continuous improvement plans, and acting as a liaison and support for schools not meeting state and federal accountability standards.
6. Work with division-level and school staff to establish program priorities and procedures; compile and analyze relevant data to improve and review programs.
7. Support principals in implementing a school-based needs assessment.
8. Support principals in developing and monitoring Multi-Tiered Systems of Support (MTSS) to meet the needs of students requiring intervention and enrichment.
9. Design coherent and cohesive site intervention plans and support principals in implementing and monitoring those plans.
10. Design and coordinate professional development in support of intervention and enrichment.
11. Create and build educational partnerships that lead to greater resources and support for students.
12. Evaluate academic enrichment and intervention program effectiveness.
13. Work with tutoring partners to provide tutorial services virtually and in person.
14. Maintain current and accurate records of services provided, student outcomes/progress, and generate regular reports summarizing trends, outcomes, and recommendations for improvements.
15. Collect, analyze, and report on data related to student-facing programs and services, using data-driven insights to inform decision-making and program enhancements.
16. Analyze a variety of quantitative and qualitative formative and summative data sources to determine the needs of students across the division.
17. Analyze the ongoing implementation of activities and initiatives to make mid-course adjustments to have maximum impact on students.
18. Models nondiscriminatory practices in all activities.
19. Performs other duties as assigned by the appropriate administrator.

(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**

Performs any other related duties as assigned by the Chief Academic Officer 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 in education to include a certification in Educational Leadership. Doctorate preferred. Public education (PreK-12) experience required. Thorough knowledge of the principles, practices, and procedures of program evaluation; comprehensive knowledge of research methodology; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Exhibits manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

**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 environment.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Chief Academic Officer

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

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