

ADMINISTRATOR, JUVENILE DETENTION CENTER

Definition

Oversees the planning, assessment, instructional leadership, communication, community relations, safety, and administrative management required to manage the juvenile detention center school; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Administers the affairs of the juvenile detention center school consistent with district policy and procedures, legal requirements and Virginia State Department of Education directives, including supervision of certified and support employees. Administers and directs the coordination of a comprehensive general education program, including the Standards of Learning and general education diploma test preparation and administration; develops a master schedule for the educational programs of the juvenile detention center with optimum use of facilities and staff; participates in the planning, development, implementation, and evaluation of the instructional program and develops and executes appropriate in-service training programs; evaluates faculty and support staff; enforces standards of discipline, health, and safety, which promote the general welfare of both students and staff; maintains continuing communication and serves as liaison with parents, civic and community sources, and student schools and/or learning centers while students are confined at the detention facility; reviews student status and progress with mental health and special education staff to discuss the needs of students both within the detention facility and upon their release; interprets School Board policies to students, staff, and the community; provides information for expulsion hearings and obtains statements from students and staff; carries out a variety of assigned administrative responsibilities, such as supervision of student safety; participates in personnel selections and assignments; supervises and actively participates in student counseling, scheduling, and schedule adjustments; and prepares the detention center school programs budget and supervises the maintenance of financial and budgetary controls.

Supervision Received/Given

Receives general supervision from a director. Participates in the screening, selection, assignment, supervision, and evaluation of staff, as assigned. Provides guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Postgraduate Professional License (master's degree) with endorsements in one or more relevant subject areas with endorsement in administration and supervision preK-12 plus six years of progressively more responsible experience as a teacher, administrator, or supervisor, including some experience related to at-risk students or instructional programs. Can demonstrate knowledge of current curriculum and instructional practices and trends; knowledge of public school organization and administration and the support activities required; knowledge of FCPS curriculum, instructional goals, procedures, and practices in alternative education programs; knowledge of growth and development and learning theory in specialty; skill in teaching at-risk learners; ability to manage curriculum development, staff development, and related activities and provide a high level of instructional leadership for teachers; excellent human relations skills and ability to establish and maintain successful cooperative working relationships with appropriate school communities, and school-based and central office staffs; ability to plan, supervise and evaluate the work of instructional and support staff; ability to develop effective working relationships with students from diverse populations, staff, community, and the general public; and ability to communicate effectively, both orally and in writing.