

## Job Description

**Job Title:** Instructional Coach, Literacy

**Position Code:** 1E19

**Job Classification:** Exempt

**Supervisor:** Principal, Instructional Supervisor

**Pay Grade:** Lead Teacher Pay Scale

**Contract Length:** 202 Days

### **Job Summary**

Position is responsible for supplementing and supporting the literacy initiatives of the assigned school. Position is responsible for coaching, supporting, and guiding teachers in authentic literacy and intellectual development best practices. Position conducts in-service training, performs classroom visitations, provides instructional feedback and demonstrates instructional techniques.

### **Essential Duties**

1. Performs on-going classroom visitations, coach's teachers in the improvement of instructional performance, and monitors improvement.
2. Analyzes assessment data to determine benchmarks, identify areas for improvement, establish goals, and monitor improvement.
3. Develops and conducts in-service training for teachers regarding instructional strategies and best practices.
4. Demonstrates lessons in classroom situations for observation by teachers.
5. Works with reading specialist and administrator to coordinates and facilitates teacher study group activities and the sharing of successful lessons to ensure successful implementation of the program.
6. Assists reading specialist, administrators and teachers at the assigned school with the organization and management of a comprehensive Balanced Literacy program.
7. Provides on-going support to teachers for successful student reading achievement.
8. Meets regularly with reading specialist and building administrators regarding classroom practices and provides on going feedback.
9. Attends staff development and professional activities to improve/maintain knowledge of coaching skills and adult learning theory.
10. Models non-discriminatory practices in all activities.

(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. Keeps abreast of developments, research, and technology in the areas of instructional best practices in literacy and math instruction.
2. Performs any other duties as assigned by the Principal or other appropriate administrator.

### **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 and be eligible for a Virginia Teaching License with an endorsement as a Reading Specialist or be enrolled in an approved Reading Specialist program. Must possess 3 years of elementary teaching experience. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must demonstrate evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of instructional best practices and adult learning theory. Must possess excellent organization and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers and administrators.

**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:** Principal, Instructional Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Coach, Literacy will be required to follow any other instructions and to perform any other related duties as assigned by Principal, Instructional Supervisor 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 01/19 CR