

Job Description

Job Title: Coordinator of Digital Learning

Supervisor: Supervisor of Digital Learning

Position Code:

Pay Grade: 40

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

The Coordinator of Digital Learning serves as an instructional leader who supports and co-leads the development, supervision, and continuous improvement of Instructional Coaches for Digital Learning (DLCs). Working under the direction of the Supervisor of Digital Learning, the Coordinator ensures the consistent implementation and quality of the division's instructional coaching model across schools.

This role is responsible for strengthening coaching effectiveness, building the instructional capacity of DLCs, and ensuring alignment among instructional coaching, curriculum, and division priorities. The Coordinator works collaboratively with the Supervisor to monitor coaching impact, provide feedback to DLCs, and support the continuous improvement of instructional practice. Instructional technology is leveraged strategically to enhance teaching and learning, not as a primary focus of the role.

Essential Duties

Instructional Coaching Leadership & Supervision

1. Support the Supervisor of Digital Learning in the supervision, development, and support of Instructional Coaches for Digital Learning (DLCs).
2. Reinforce clear expectations for coaching practice aligned to the division's instructional coaching model.
3. Provide ongoing guidance and feedback to DLCs to strengthen coaching practice.
4. Monitor the quality and impact of coaching across schools, ensuring consistency and addressing variability in practice.

Coaching Effectiveness & Continuous Improvement

5. Model effective instructional coaching practices, including observation, feedback, and reflective dialogue.
6. Use data and evidence of instructional practice and student learning to monitor coaching effectiveness, identify trends, and strengthen Tier 1 instruction.

Professional Learning & Capacity Building

7. Design and support professional learning for DLCs and staff, ensuring transfer into instructional and coaching practice through follow-up and feedback.

Instructional Alignment & Digital Integration

8. Collaborate with Teaching and Learning staff to ensure alignment among instructional coaching, curriculum, and instructional priorities.
9. Engage in the development and implementation of curriculum, as needed, to ensure instructional technology is intentionally and effectively embedded in curriculum design and instructional practice.
10. Support the purposeful use of instructional technology, including online and blended learning environments, to strengthen teaching and learning.

Professional Responsibilities

11. Maintain confidentiality and model nondiscriminatory practices.
12. Perform other related duties as assigned by the Supervisor of Digital Learning.

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)

- Master’s degree in Curriculum and Instruction, Instructional Technology, or a related field
- Professional teaching license with endorsements in Administration and Supervision; Education Specialist (Ed.S.) or doctoral degree preferred
- Demonstrated instructional leadership and strong communication skills
- Thorough knowledge of curriculum, instruction, and assessment, including current issues and trends in instructional technology
- Ability to effectively coach adult learners and facilitate job-embedded professional learning
- Experience supporting instructional improvement at the school or division level, preferably in an instructional leadership or coaching role

Working Conditions and 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.

The position requires the ability to use standard office technology and digital tools; communicate effectively in person, in group settings, and through electronic means; view and read digital and printed materials with or without assistive devices; and move within school and office environments. The role may occasionally require lifting or carrying materials weighing 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 inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Instructional Coach for Digital Learning and Lead Instructional Coach for Digital Learning

Supervision Received: Supervisor of Digital Learning

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Digital Learning will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Digital Learning 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