

Job Description

Job Title: Instructional Coach, Secondary
Position Code:
Job Classification: Exempt

Supervisor: Director of Employee Expertise
Pay Grade: Lead Teacher Pay Scale
Contract Length: 202 Days

Job Summary

Position is responsible for supporting the professional growth and development of brand new and new-to-NNPS teachers across content areas to facilitate learning and independent application of effective instructional practices. Position works with the Director of Employee Expertise to implement the divisions coaching model across middle schools. Position provides job-embedded support through planning, modeling, and co-teaching, conducting classroom visits, analyzing data, and offering collegial and actionable feedback. Position plans and conducts professional development based on assessed division and/or teacher needs. Position works in collaboration with the curriculum department to coordinate professional growth and development of teachers.

Essential Duties

1. Assesses the individual and collective needs of teachers at assigned schools.
2. Creates a comprehensive and systematic plan to support the professional growth of teachers.
3. Models effective instructional techniques and strategies that engage learners.
4. Provides differentiated coaching support through co-planning, modeling, co-teaching, and observing to deliver timely and appropriate feedback.
5. Structures coaching work using a gradual release model to ensure independent ownership and attainment of co-developed goals.
6. Works collaboratively to help teachers analyze data and plan targeted and appropriate lessons.
7. Develops individualized plans to support teacher sustainment of goals.
8. Assists with writing exemplary lesson plans to serve as a model.
9. Provides support in the areas of classroom motivation and management to help teachers establish orderly learning environments.
10. Plans and conducts high quality professional development activities in response to assessed needs.
11. Works positively toward meeting identified district and building goals.
12. Supports teachers in the development and implementation of professional growth plans.
13. Models nondiscriminatory 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. Attends staff development programs, teacher coach and lead teacher meetings, and other professional development activities.
2. Keeps abreast of developments, research, and new technology in the field.
3. Performs any other related duties as assigned by appropriate supervisor.

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 Bachelor's degree and be eligible for a Virginia teaching license. **Must have completed a minimum of five years of exemplary teaching experience at the secondary level with recent and successful experience in grades 6-8.** Must possess knowledge of effective instructional delivery techniques and research-based best practices with the ability to guide and develop teachers in these areas. Must possess in-depth

knowledge of the developmental needs of students. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

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; 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: None

Supervision Received: Director of Employee Expertise

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