

## Job Description

**Job Title:** Instructional Coach, Mathematics

**Position Code:** 1E19

**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor, Mathematics

**Pay Grade:** Lead Teacher Pay Scale

**Contract Length:** 202 Days

### Job Summary

Position is responsible for coaching, supporting, and guiding teachers in best practices for Secondary Mathematics instruction. Position provides intense professional development in the form of modeling, collaborating, and coaching teachers.

### Essential Duties

1. Provides instructional support to secondary teachers related to the mathematics curriculum.
2. Support includes frequent classroom visits, observing mathematics instruction, planning for instruction, modeling or co-teaching, consulting, reflection, debriefing with teachers as needed.
3. Assists teachers with classroom organization, materials procurement, blended-learning environments, and cooperative learning strategies.
4. Observes the planning process and the instruction that follows, and provides supportive and specific feedback to teachers observed.
5. Creates resources for teachers to utilize during classroom instruction.
6. Collaborates regularly with Instructional Supervisor and building administrator to address areas of greatest need.
7. Analyzes data to determine benchmarks, establish goals, and monitor improvement in identified schools. Develops concrete steps within the school, grade level, or classroom to address identified needs.
8. Assists teachers in analyzing data to guide instruction and interventions.
9. Attends staff development and professional activities to improve / maintain knowledge of coaching skills and adult learning theory.
10. Develops and conducts professional development for teachers regarding instructional strategies, best practices, and specific instructional topics.
11. Keeps detailed records related to all aspects of the position, including a coaching log.
12. Models nondiscriminatory practices in all activities.
13. Develops and provides professional development to secondary teachers aligned with the division goals.

(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. Initiates and maintains effective liaisons with professional organizations to keep abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the Instructional Supervisor, Mathematics or 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 Bachelor's or Master's degree with an endorsement in Secondary Education. Must possess 3-5 years of teaching experience with demonstrated success in the area of mathematics. 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 mathematics curriculum and instructional best practices. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective

techniques and strategies. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community, students and others.

**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:** Instructional Supervisor, Mathematics

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

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 05/2022 CR