

## Job Description

**Job Title:** Supervisor of Digital Learning  
**Position Code:** 1E57  
**Job Classification:** Exempt

**Supervisor:** Chief Academic Officer  
**Pay Grade:** 46  
**Contract Length:** 245 Days

### Job Summary

Under the supervision of the Chief Academic Officer, the Supervisor of Digital Learning directly leads and develops Instructional Coaches for Digital Learning as instructional leaders and coaches, building division-wide capacity for effective instructional coaching and instructional leadership. This role ensures instructional technology is used intentionally in service of high-quality instruction, strong Tier 1 teaching, and continuous improvement. The Supervisor collaborates closely with the Departments of Teaching and Learning, Professional Growth and Innovation, School Leadership, and Technology to align instructional coaching, professional learning, and instructional technology supports with division instructional priorities and accountability goals.

### Essential Duties

1. Develop and advance a division-wide instructional vision for instructional technology grounded in current research, best practices, and emerging trends in instruction and instructional coaching.
2. Provide leadership for digital learning initiatives by building instructional leadership and coaching capacity through Instructional Coaches for Digital Learning.
3. Define and ensure implementation of a consistent instructional coaching model for Instructional Coaches for Digital Learning that supports high-quality instruction, strong Tier 1 teaching, reflective practice, and continuous improvement.
4. Lead the purposeful integration of technology to support high-quality instruction, strong Tier 1 teaching, and alignment to the division's instructional vision.
5. Design and implement processes to monitor, analyze, and strengthen instructional practice and coaching effectiveness supported by instructional technology.
6. Develop and evaluate professional learning that supports effective instruction and assessment, using technology to support planning, observation, feedback, and reflection.
7. Supervise and develop Instructional Coaches for Digital Learning and provide formal input into their evaluation, conducted by the building principal.
8. Use feedback and evidence of practice to continuously refine instructional coaching, instructional practice, and the strategic use of instructional technology.
9. Lead the development and expansion of K–12 online and blended learning programs, ensuring instructional quality and alignment to curriculum.
10. Collaborate with Teaching and Learning supervisors and specialists to ensure virtual content and courses are instructionally sound and appropriately vetted.
11. Coordinate and support the effective use of digital instructional resources to promote rigorous, relevant, and equitable instruction.
12. Support Teaching and Learning supervisors in evaluating curriculum, instructional materials, and practices that promote purposeful uses of instructional technology.
13. Represent the division in local, regional, state, and national initiatives related to instructional leadership, coaching, instructional technology, and emerging trends.
14. Prepare, administer, and evaluate digital learning budgets and policies aligned to instructional priorities and sustainability.
15. Oversee digital and online learning programs to ensure instructional quality and alignment to curriculum.
16. Serve as a liaison between the Digital Learning and Teaching and Learning departments to ensure coherence and alignment of instructional priorities and supports.

(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

Performs any other related duties as assigned by the Chief Academic Officer .

**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

**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 Coaches for Digital Learning and Lead Instructional Coaches for Digital Learning

**Supervision Received:** Chief Academic Officer

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

Updated 4/2026 KR