

## Job Description

**Job Title:** Teacher Coach, Secondary

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Director of Professional Growth & Innovation

**Pay Grade:** 35L, 37L, 38L, 39L

**Contract Length:** 202 Days

### Job Summary

Position is responsible for supporting the professional growth and development of brand new and new to NNPS teachers to facilitate learning and independent application of effective instructional practices. Position works with the Director of Professional Growth & Innovation to implement the division's coaching model across middle schools, particularly in grades 6-8. Position provides job-embedded support through planning, modeling, 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 Department of Teaching and Learning offices to coordinate the 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 culture, motivation, and management to help teachers establish productive and 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

Attends staff development programs, teacher coach and lead teacher meetings, and other professional development activities. Keeps abreast of developments, research, and new technology in the field. Performs any other related duties as assigned by appropriate supervisor.

### 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.** 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.

**Supervision Exercised:** None

**Supervision Received:** Director of Professional Growth & Innovation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher Coach, Secondary will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Professional Growth & Development or other appropriate administrators. 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

3/2024 LS