Job Description

Job Title: Instructional Coach, Mathematics Supervisor
Supervisor: Secondary Mathematics

Position Code: 1E19
Pay Grade: Lead Teacher Pay Scale

Job Classification: Exempt
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. Coaches and supports teachers in planning, delivering, and assessing quality math instruction.
2. Provides instructional support to secondary mathematics teachers.
3. Support includes frequent classroom visits, observing mathematics instruction, planning for instruction, modeling or co-teaching, consulting, reflection, debriefing with teachers as needed.
4. Assists teachers with classroom organization, materials procurement, learning center activities, and cooperative learning strategies.
5. Observes the planning process and the instruction that follows, and provides supportive and specific feedback to teachers observed.
6. Observes the planning process and the instruction that follows, and provides supportive and specific feedback to teachers observed.
7. Collaborates regularly with Instructional Supervisor and building administrator to address areas of greatest need.
8. 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.
10. Attends staff development and professional activities to improve / maintain knowledge of coaching skills and adult learning theory.
11. Develops and conducts professional development for teachers regarding instructional strategies, best practices, and specific instructional topics.
12. Keeps detailed records related to all aspects of the position, including a coaching log.
13. Models nondiscriminatory practices in all activities.

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 Secondary Mathematics Supervisor 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 Mathematics. Must possess 3-5 years of secondary 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:** Secondary Mathematics Supervisor

_This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Coach, Literacy will be required to follow any other instructions and to perform any other related duties as assigned by the Secondary Mathematics Supervisor 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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_I acknowledge that I have received and read this job description._

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