



Job Description

Job Title: Instructional Coach, Secondary Social Studies **Supervisor:** Secondary Social Studies Supervisor

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 social studies instruction. Position provides intense professional development in the form of modeling, collaborating, and coaching teachers.

Essential Duties

1. Provides instructional support to secondary social studies teachers for successful student achievement in social studies.
2. Support includes frequent classroom visits, observing social studies instruction, planning for instruction, modeling or co-teaching, consulting, reflection, and supportive and specific feedback to teachers as needed.
3. Assists teachers with classroom organization, materials procurement, and learning activities that support learning targets and objectives.
4. Collaborates regularly with Instructional Supervisor and building administrator to address areas of greatest need.
5. Analyzes data to determine benchmarks, establish goals, and monitor improvement in identified schools. Develops concrete steps within the school, content area, or classroom to address identified needs.
6. Assists teachers in analyzing data to guide instruction and plan targeted interventions.
7. Supports the work of content teams by attending and participating in content team meetings and by reading and responding to content team meeting records as needed.
8. Attends social studies lead teacher meetings and training.
9. Assists curriculum writing teams and supervisor in the revision and development of curriculum and assessments.
10. Attends staff development and professional activities to improve / maintain knowledge of content, instructional strategies, coaching skills, and adult learning theory.
11. Develops and conducts professional development for teachers regarding instructional strategies, best practices, and specific instructional topics at school and district level.
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. Keeps abreast of developments, research, and technology in the areas of instructional best practices in social studies instruction.
2. Performs any other related duties as assigned by the Secondary Social Studies 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 Secondary Social Studies or History and Social Science. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must possess 5 years of secondary teaching experience with demonstrated success in the area of social studies. 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 social studies 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 demonstrate evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, 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; 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 Social Studies 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, Secondary Social Studies will be required to follow any other instructions and to perform any other related duties as assigned by the Secondary Social Studies 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:

Supervisor Date

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

Employee Name (Print) Signature Date