

## Job Description

**Job Title:** Instructional Coach, Special Education

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor, Special Ed

**Pay Grade:** Lead Teacher Pay Scale

**Contract Length:** 202 Days

### Job Summary

Position is responsible for supporting the professional growth and development of special education teachers to facilitate learning and independent application of effective instructional practices. Position works to implement the division's coaching model across middle and high school sites. 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 curriculum department and student advancement department to coordinate professional growth and development of special education staff.

### Essential Duties

1. Develops and facilitates professional learning opportunities that promote achievement for all students in areas including curriculum, instruction, assessment, and classroom learning environment.
2. Collaborates with Instructional Supervisor to provide staff development, support, and direct and explicit feedback to teachers about the implementation of research-based instructional strategies and programs and assessments.
3. Models effective teaching strategies and observes program implementation.
4. Conducts professional development opportunities for special education staff and implements and models new learning.
5. Meets regularly with teachers, other instructional coaches, district teacher leaders, and administrators to review data and make instructional decisions.
6. Supports teachers in their efforts to write and maintain practical, meaningful, effectual IEP goals. Collaborates with Special Education Supervisors to reviews IEP's and support teachers' attainment of consistent compliance indicators in this area.
7. Assists in administering specific special education assessments and interpret the results to impact classroom instruction. Provides effective alternatives for the progress monitoring of student performance in the various student goal areas.
8. Collaborates with the Instructional Supervisor on reviewing data and guiding special education teams on data interpretation and making appropriate instructional decisions based on data and content specific to differentiated instruction including assisting teachers in planning, delivering, and assessing lessons.
9. Attends and assists in the presentation of all appropriate professional learning opportunities provided by the district.
10. Continues personal and professional development for enhancement for future growth for the district, staff, and students.
11. Facilitates and participates in Professional Learning Communities in support of district wide mission, vision and goals.
12. Collaborates with teachers in planning for specific student learning outcomes based on assessed needs of individual students and the use of data and information to determine each student's current knowledge and skill level, support student learning goals, and assess student progress. The assessment of student needs includes the use of district approved assessment tools and strategies in addition to the teachers' own professional practice.
13. Integrates district approved and/or required technology into planning, learning, progress reporting, and required record-keeping activities.
14. Observes, coaches, and models' instructional strategies for teachers and monitors future implementation of evidence and research- based strategies. Serves as an instructional resource for teachers and instructional assistants.
15. Nurtures positive relationships with all Student Advancement Department members, teachers and paraprofessionals, as well as with the remainder of Newport News Public School district staff.

16. 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**

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in field.
2. Performs any other related duties as assigned by the Instructional 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 degree and Collegiate Professional License with endorsements in Special Education, and a minimum of 5 years teaching experience. Must possess demonstrated knowledge of state and federal laws and regulations pertaining to IDEA requirements. Must possess demonstrated 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, parents, administrators, advocates, students and others. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies.

**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; 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, Special Education

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

Date

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

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Employee Name (Print)

Signature

Date

07/2022 CR