Job Description

Job Title: Instructional Specialist

Supervisor: Instructional Supervisor

Position Code: 7E21, GE21, XE21, PE21

Pay Grade: 37A

Job Classification: Exempt

Contract Length: 245 Days

Job Summary
Position is responsible for supplementing and supporting the Career & Technical Education (CTE) initiatives of the middle and high schools. Position is responsible for coaching, supporting, and guiding secondary teachers in authentic problem based and best practices in CTE. Position conducts professional development, and performs classroom visitations, provides instructional feedback and demonstrates instructional techniques. Position assists with the development of the curriculum and reviews data for program improvement.

Minimum Qualifications
Must possess a Master’s degree, a Postgraduate Professional License with endorsements in Career & Technical Education and 5 years teaching experience that includes experience in Career & Technical Education. (Virginia License in administration and supervision preferred). Must possess demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of career & technical education curriculum, Carl D. Perkins Act, instructional best practices, and adult learning theory. 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.

Reports To: Career & Technical Education Instructional Supervisor

Essential Duties: Support and supplement work being conducted in Career & Technical Education (CTE):

1. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher and recommends effective instructional strategies.
3. Analyzes and interprets industry certification and performance data; and works with lead teachers/administrative staff to design activities to raise student achievement.
4. Conducts professional development for CTE instructional staff regarding instructional strategies, best practices, and specific instructional topics.
5. Serves as resource to the school’s administrative staff regarding career & technical education instruction and the needs of students.
6. Acts as liaison between teachers, school administrators, and the central administration on matters related to CTE curriculum and instruction.
7. Provides leadership in the development, implementation and revision of curriculum guides.
8. Prepares necessary statistics and reports related to instructional activities at the assigned school.
9. Models nondiscriminatory practices in all activities.
10. Assists with the selection of textbooks, and other instructional materials and equipment for the program.

Other Duties:

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in Career & Technical Education.
2. Performs any other duties as assigned by the Career & Technical Education Supervisor, Principal or other appropriate administrator.

Target Date of Employment: GRANT FUNDED July 1, 2014

Teacher Salary Scale: 37A (245 days)
Additional supplements available for advanced certificate or doctoral degree.
Actual salary placement is based on experience, qualifications, and internal equity.

Application Procedure:
Interested individuals who meet all minimum qualifications should apply to the Human Resources Department, 12507 Warwick Boulevard, Newport News, Virginia 23606. Application materials received after the deadline will not be considered.