Job Description

Job Title: Instructional Specialist – Secondary Math

Position Code: 7E21, GE21, XE21, PE21

Job Classification: Exempt

Supervisor: Instructional Supervisor, Secondary Math

Pay Grade: Grade 39 Salary Range

Contract Length: 245 days

Job Summary
In collaboration with the secondary mathematics supervisor, this position is responsible for supporting the school division’s secondary mathematics program initiatives. This position coaches teachers, models lessons, co-teaches, collaboratively plans, provides feedback to teachers, conducts professional development, and collaborates with administrators, as well as provides guidance and expertise in the field of mathematics for middle and high school teachers.

Essential Duties
1. Coaches and supports teachers in planning, delivering, and assessing quality math instruction.
2. Plans, models, and co-teaches effective lessons with teachers.
3. Regularly visits classroom to provide feedback to teachers to improve instructional planning, delivery, and assessment, including planning for ongoing monitoring and support.
4. Assists with the supervision and administration of the division wide mathematics curriculum and instructional (6-12) program.
5. Visits schools and works in classrooms on a regular basis to ensure classroom instruction is aligned to local and state curricula, provides guidance in effective instruction, and offers supportive and specific feedback as needed.
6. Analyzes and interprets achievement data and works with teachers/lead teachers/administrative staff to design activities to raise student achievement at assigned schools.
7. Conducts professional development to provide instructional strategies, best practices, and specific instructional topics.
8. Serves as a resource to the school’s administrative staff regarding mathematics instruction.
9. Acts as liaison between teachers, school administrators, and central administration on matters related to mathematics curriculum and instruction.
10. Provides leadership and support in the development, implementation, and revision of the secondary mathematics curriculum.
11. Co-plans and conducts monthly lead meetings and district-wide professional development with instructional supervisor to ensure district curricular and instructional consistency.
12. Assists in planning and implementation of summer programs.
13. Assists with the selection of textbooks, instructional materials, instructional resources and equipment for the program.
14. Maintains detailed logs of support provided to schools.
15. Models nondiscriminatory practices in all activities.

Other Duties
1. Initiates and maintains effective liaisons with professional cohorts and organizations to keep abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the Secondary 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 Master’s degree, a Postgraduate Professional License with endorsements in mathematics and 5 years of effective teaching experience in secondary mathematics, SOL math courses specifically. Virginia License in administration and supervision preferred. Must possess demonstrated evidence of leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of mathematics curriculum, instructional best practices, and adult learning theories. Must possess effective instructional delivery techniques and the ability to guide and develop...
teachers. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community members, 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 for extended periods of time; exhibit manual dexterity to enter quantitative data into a computer; see and read a computer screen and printed material with or without vision aids; speak in audible tones so that others may understand; hear, and understand speech at normal classroom levels, in offices and on the phone; physical agility to lift up to 25 pounds.

**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/school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff
**Supervision Received:** Instructional Supervisor, Secondary Mathematics

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor of Secondary Mathematics 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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**Employee Name (Print)  Signature  Date**