



Job Description

Job Title: Instructional Supervisor
Elementary Science
Position Code: 1E16 or AE16
Job Classification: Exempt

Supervisor: Executive Director
Curriculum & Instructional Services
Pay Grade: 44
Contract Length: 245 Days

Job Summary

Position is responsible for leading the elementary science instructional program which includes, but is not limited to, planning, developing, implementing, and monitoring curriculum, assessments, staff development and budget.

Essential Duties

1. Supervises a division wide elementary science instructional program.
2. Coordinates curriculum and assessment development, implementation and revision.
3. Provides guidance in the selection of textbooks and instructional materials for the program.
4. Provides regular school-based instructional supervision to ensure alignment of written and taught curriculum and consistent practices.
5. Serves as the content specialist, resource and advisor to teachers, principals and central office personnel.
6. Assists teachers in the improvement of instructional delivery and performance.
7. Indirectly supervises the efforts of elementary science lead teachers in schools.
8. Evaluates the effectiveness of instructional methods and science-related programs and recommends revisions as needed.
9. Assists the human resources department with interviewing and recommending qualified candidates for elementary science instructional positions as requested.
10. Works collaboratively with other instructional supervisors to develop and conduct division wide staff development for instructional staff.
11. Prepares and supervises the program's budget.
12. Coordinates meetings with other content specialists, teachers, administrators other central office personnel to disseminate information regarding current developments and teaching practices in the field.
13. Supervises the ordering, inventory, and distribution of materials and equipment for the elementary science instructional program.
14. Coordinates division wide science educational activities.
15. Serves as the central office contact and liaison with parents and the community regarding the division's elementary science instructional program.
16. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
17. Develops appropriate advocacy positions/statements for science education.
18. Participates in Instructional Audits and Academic Reviews as requested.
19. Supervises instructional coaches, as applicable.
20. Models nondiscriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in elementary science education.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instructional Services 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 and be eligible for a Virginia License in administration and supervision. Must possess at least 5 years elementary teaching experience and demonstrate documented success in the area of science. Experience as a departmental head, lead teacher, or a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of an elementary science education program. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community and administrative staff.

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 dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and 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/school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Executive Director, Curriculum & Instructional Services

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