

## Job Description

**Job Title:** Instructional Supervisor,  
Elementary K-3

**Position Code:** 1E16 or AE16

**Job Classification:** Exempt

**Supervisor:** Director,  
Curriculum & Development

**Pay Grade:** 44

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, developing, implementing, and monitoring the K-3 elementary program for the school division. Position leads the development of the curriculum and assessments, designs and leads professional development, and prepares and monitors the program budget.

### Essential Duties

1. Leads and supervises a division-wide integrated instructional program for grades K-3 including supervision of instructional specialists.
2. Coordinates cross-content integrated opportunities for an instructional program that may include oral language, reading, writing, math, science, social studies, STEM, service learning, social emotional development, and instructional technology.
3. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
4. Coordinates curriculum and assessment development, implementation, and revision.
5. Visits elementary school classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher.
6. Indirectly supervises and coaches elementary school teachers and assists principals in evaluation.
7. Performs classroom observations and assists teachers in the improvement of instructional performance.
8. Provides guidance in the selection of instructional resources, materials, and equipment for the program.
9. Serves as a resource and advisor to administrators and teachers regarding the elementary instructional program, including serving as the district's PALS liaison.
10. Assists teachers in the improvement of instructional delivery and performance through active coaching, feedback, and job-embedded professional development.
11. Assists in developing and conducting division-wide professional development for the elementary school instructional staff.
12. Prepares and monitors the program's budget.
13. Assists the human resources department with interviewing and recommending qualified candidates for elementary school instructional positions.
14. Coordinates and collaborates on meetings with other instructional supervisors, lead teachers, teachers, interventionists, reading specialists, paraprofessionals, and administrators and disseminates information regarding current developments and teaching practices in the field.
15. Coordinates division-wide educational activities and community events.
16. Serves as the central office contact and liaison with families and the community regarding the district's primary elementary instructional program.
17. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
18. Provides materials as needed to support K-3 instruction.
19. Models nondiscriminatory practices in all activities.

### Other Duties

1. Initiates and maintains effective liaisons with other school districts and professional societies to keep abreast of developments and research.
2. Performs any other related duties as assigned by the Director of Curriculum & Development 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 in curriculum, elementary education, or administration and supervision. Preferably eligible for a Virginia License in administration and supervision. Must possess considerable and successful teaching experience in primary elementary grades. Preferred experience as a lead teacher, PD presenter, or in a related instructional leadership position. Must possess the ability to guide and develop teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in the selection of instructional resources, curriculum development, and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, colleagues, students, families, 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 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 or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Director, Curriculum & Development

*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 Director, Curriculum & Development 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