



Job Description

Job Title: Instructional Supervisor

Reading / Language

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 planning, developing, implementing, and monitoring the reading/language arts program in grades K-5 for the school division. Position develops the curriculum and assessments, provides staff development, and prepares and monitors the program budget.

Essential Duties

1. Supervises and administers a division wide reading/language arts (K-5) instructional program.
2. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
3. Coordinates curriculum and assessment development, implementation, and revision.
4. Visits and observes elementary schools on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the reading/language arts program.
5. Indirectly supervises elementary school reading/language arts teachers and assists school principals in evaluating them.
6. Performs classroom observations and assists teachers in the improvement of instructional performance.
7. Provides guidance in the selection of textbooks and other teaching materials and equipment for the program.
8. Serves as a resource and advisor to principals and teachers regarding the reading/language arts (K-5) program.
9. Assists in developing and conducting division wide staff development for the elementary school (K-5) reading/language arts instructional staff.
10. Prepares and monitors the program's budget.
11. Assists the human resources department with interviewing and recommending qualified candidates for elementary school reading/language arts instructional positions.
12. Serves as the central office contact and liaison with parents and the community regarding the reading/language arts (K-5) instructional program.
13. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
14. Coordinates division wide educational activities and events such as spelling bees and essay contests.
15. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
16. Knows and assists schools in the correct implementation of the laws related to NCLB and Virginia Standards of Accreditation.
17. Serves as the LEA contact for Reading First.
18. Provides materials as needed to support reading/language arts (K-5).
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 in elementary reading/language arts.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instructional Services or other 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 considerable teaching experience (preferably in an elementary reading/language arts field). Some experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of a reading/language arts (K-5) 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 students, parents/guardians, teachers, 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: 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 _____