

Job Description

Job Title: Kindergarten Teacher Coach
Position Code: 7E48, GE48, PE48, XE48
Job Classification: Exempt

Supervisor: Program Administrator of Employee Expertise
Pay Grade: Lead Teacher Pay Scale
Contract Length: 202 Days

Job Summary

Position is responsible for supporting the professional growth and development of brand new, new to grade level, and new to NNPS kindergarten teachers to facilitate learning and independent application of effective instructional practices. Position works with the Program Administrator of Employee Expertise to implement the division's coaching model across elementary schools. Position provides job-embedded support through planning, modeling, co-teaching, conducting classroom visits, analyzing data, and offering collegial and actionable feedback. Position plans and conducts professional development based on assessed division and/or teacher needs. Position works in collaboration with the PK-1 supervisor to coordinate professional growth and development of kindergarten teachers.

Essential Duties

- Assesses the individual and collective needs of kindergarten teachers at assigned schools.
- Creates a comprehensive and systematic plan to support the professional growth of teachers.
- Models effective instructional techniques and strategies that engage learners.
- Provides differentiated coaching assistance through co-planning, modeling, co-teaching, and observing to deliver timely and appropriate feedback.
- Structures coaching work using a gradual release model to ensure independent ownership and attainment of co-developed goals.
- Works collaboratively to help teachers analyze data and plan targeted and appropriate lessons.
- Develops individualized plans to support teacher sustainment of goals.
- Assists with writing exemplary lesson plans to serve as a model.
- Provides support in the areas of classroom motivation and management to help teachers establish orderly learning environments.
- Plans and conducts high quality professional development activities in response to assessed needs.
- Works positively toward meeting identified district and building goals.
- Supports teachers in the development and implementation of professional growth plans.

Other Duties

Attends staff development programs, teacher coach and lead teacher meetings, and other professional development activities. Keeps abreast of developments, research, and new technology in the field. Performs any other related duties as assigned by appropriate supervisor.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree and be eligible for a Virginia teaching license (Master's degree preferred). **Must have completed a minimum of five years of exemplary teaching experience at the elementary level with recent and successful experience in kindergarten.** Must possess knowledge of effective instructional delivery techniques and research-based best practices with the ability to guide and develop teachers in these areas. Must possess in-depth knowledge of the developmental needs of kindergartners. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

Supervision Exercised: None

Supervision Received: Program Administrator of Employee Expertise

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

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the principal 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