

## Job Description

**Job Title:** Instructional Coach, Preschool

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor

**Pay Grade:** Teacher Salary Scale

**Contract Length:** 202 Days

### **Job Summary**

Position is responsible for supporting a comprehensive preschool program at the assigned school through coaching, developing, and guiding teachers in best practices for early childhood instruction. Position conducts staff development, models lessons, conducts observations and classroom visitations, and provides feedback to teachers. Position is responsible for analyzing school data and planning for future instructional needs.

### **Essential Duties**

1. Assists teachers in the implementation of a comprehensive preschool curricular program.
2. Participates in supporting and monitoring the implementation of the curriculum.
3. Participates in the construction and selection of curricular resources.
4. Selects, requisitions, and maintains books, instructional materials, and instructional aids.
5. Observes lessons and provides feedback to teachers to improve instruction at the school, including planning for ongoing monitoring and support.
6. Demonstrates lessons to teachers in classroom and workshop settings.
7. Coordinates the instructional support of other staff in the building as applicable.
8. Conducts CLASS observations and provides feedback and coaching support based on school and classroom data.
9. Collects and facilitates the review and use of school literacy and math data to guide instruction and plan for student needs.
10. Monitors the completion of assessment and communicates expectations to teachers.
11. Completes reports, collects data, and provides information for program monitoring as requested.
12. Develops and conducts in-service training for teachers regarding instructional strategies and best practices.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Attends staff development and professional activities to improve and maintain knowledge of coaching skills and adult learning theory.
2. Keeps abreast of developments, research, and new technology in the field.
3. Performs any other related duties as assigned by the supervisor or Director of the department.

### **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 Bachelor's or Master's degree and be eligible for a Virginia Teaching License. Must have completed at least three years of successful teaching experience in early childhood. Must possess effective instructional delivery techniques and excellent communication skills. Must possess knowledge of the needs of students requiring instructional support. Must possess an in-depth knowledge of instructional best practices and adult learning theory. Must possess the ability to establish and maintain effective working relationships with school colleagues, school administrators, parents, and students.

**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.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Preschool

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate supervisor. 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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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date

Revised 05/2026 SP