

## **Job Description**

### **GRANT FUNDED**

**Job Title:** Instructional Specialist, Dual Languages  
Education

**Supervisor:** World Languages/Dual  
Language Immersion  
Instructional Supervisor

**Position Code:**

**Pay Grade:** 40

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for supporting the PK-12 Dual Language instructional program and leading the implementation of the Bilingual, Biliterate, Bicultural Pathways to Global Citizenship grant initiative. This multiyear, grant-funded position coaches teachers, models lessons, co-teaches, collaboratively plans, provides feedback to teachers, develops curriculum, and conducts professional development around Dual Language education pedagogies, programs, and practices.

### **Essential Duties**

1. Coaches and supports teachers in planning, delivering, and assessing quality Dual Language instruction.
2. Plans, models, and co-teaches effective lessons with teachers.
3. Support includes frequent classroom visits, observing Dual Language instruction to assess need, planning for instruction, modeling, co-teaching, consulting, leading guided reflection, and offering supportive and specific feedback to teachers as needed.
4. Assists teachers with classroom organization, materials procurement, and learning activities that support learning targets and objectives.
5. Participates and observes the planning process and the instruction that follows, and provides supportive and specific feedback and suggestions.
6. Demonstrates self-reliance in mastering new technologies and instructional teaching strategies.
7. Collaborates regularly with World Language Instructional Supervisor, ELL Supervisor, building administrators, and Dual Language instructional coach to address areas of greatest need.
8. Analyzes data to determine benchmarks, establish goals, and monitor improvement in assigned areas and develops concrete steps within the school, department, or classroom to address identified needs.
9. Assists teachers in analyzing data to guide instruction and plan targeted interventions.
10. Supports the work of teams by attending and participating in team meetings as needed.
11. Attends and participates in monthly division and school-based leadership meetings and trainings.
12. Assists curriculum writing teams and World Language Instructional Supervisor in the revision and development of curriculum and assessments.
13. Plans effective professional development to support teacher learning around curriculum, technology, and Dual Language pedagogies.
14. Attends and participates in professional development to improve and maintain knowledge of content, instructional strategies, coaching skills, and adult learning theory.
15. Develops and conducts professional development for teachers regarding instructional strategies, best practices, and specific instructional topics at the school and district level.
16. Keeps detailed records related to all aspects of the position including a coaching log to include dates, times, and locations.
17. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Keeps abreast of developments, research, and technology in the area of Dual Language Education, including instructional best practices and a deep understanding of national and state standards.
2. Performs any other related duties as assigned by the World Language Instructional Supervisor 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 Bachelor’s degree and be eligible for an appropriate Virginia teaching license. Must possess at least three (3) years of effective teaching experience, preferably across levels (PK-8), and demonstrate documented success in the area of Dual Language education. Experience as a departmental head, lead teacher, or a related instructional leadership position required. Must possess an in-depth knowledge of Dual Language research, Spanish literacy and instructional best practices. Must possess effective instructional delivery methods and the ability to guide and train teachers in effective techniques and strategies. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, and students. Must be bilingual (English and Spanish.)

**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 Received:** World Language Instructional Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist, Dual Language, will be required to follow any other instructions and to perform any other related duties as assigned by the World Language Instructional Supervisor 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