

## Job Description

**Job Title:** Instructional Coach for Digital Learning  
**Position Code:** 1E57  
**Job Classification:** Exempt

**Supervisor:** Supervisor of Digital Learning  
**Pay Grade:** Teacher Scale  
**Contract Length:** 220 Days

### Job Summary

The Instructional Coach for Digital Learning (DLC) is an instructional coach, responsible for strengthening Tier 1 classroom instruction across all content areas. The DLC works collaboratively with teachers, school leaders, and district staff to strengthen high-quality instruction and strong Tier 1 teaching through coaching, modeling, co-planning, and data-informed reflection. The DLC leverages technology strategically to enhance teaching and learning, using digital tools and resources to deepen student engagement, support instructional design, and improve student outcomes. This role prioritizes instructional improvement and does not include primary responsibility for technical troubleshooting or device support.

### Essential Duties

#### **DLC as an Instructional Coach**

1. Coach teachers to strengthen Tier 1 instructional practice, including lesson design, student engagement, differentiation, formative assessment, and feedback, with technology serving as a support for instruction.
2. Model high-quality instructional strategies through co-planning, co-teaching, observation, and reflective dialogue integrating technology when it meaningfully supports student thinking and engagement.
3. Guide teachers in analyzing student working and learning data to assess instructional impact and adjust practice, using technology as a tool for analysis and reflection.
4. Facilitate reflective coaching cycles grounded in evidence of instructional practice and student outcomes, leading to specific, actionable improvements in teaching.
5. Lead and influence instructional improvement by building teacher capacity and collective efficacy through coaching cycles, collaborative team learning, modeling, and inquiry aligned to division priorities.

#### **DLC as a Professional Learning Designer, Facilitator and Systems Connector**

6. Design and deliver job-embedded professional learning aligned to division instructional priorities, curriculum expectations, and high-quality instructional practices.
7. Ensure transfer of professional learning into classroom practice through follow-up coaching, modeling, feedback, and sustained support.
8. Evaluate the effectiveness of professional learning and coaching support based on instructional impact and changes in teacher practice.
9. Support teachers in the purposeful use of digital tools, online and blended learning models, and collaborative learning environments to extend and deepen student learning.
10. Support the instructional use of district-adopted platforms and digital resources in alignment with curriculum and instructional expectations.
11. Partner with school administrators to align coaching support with school improvement goals and instructional priorities.
12. Serve as a member of the school's instructional leadership team, contributing to the planning, implementation, and monitoring of instructional priorities and school improvement efforts.
13. Work collaboratively with district-level instructional supervisors and specialists to support curriculum-aligned instructional practices.

#### **DLC as a Professional Team Member**

14. Coordinate with technical support teams as needed, while maintaining a clear boundary:  
This role does not serve as primary technical support and remains focused on instructional improvement.
15. Model and promote digital citizenship, including safe, ethical, and responsible use of technology.
16. Maintain professional confidentiality and model nondiscriminatory practices.
17. Participate in division-wide initiatives and professional learning.
18. Perform other related duties as assigned.

**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)**

- Bachelor’s or Master’s degree in Curriculum and Instruction, Instructional Technology, or a related field
- Professional teaching license with endorsements in Administration and Supervision; Education Specialist (Ed.S.) or doctoral degree preferred
- Minimum of three years of successful teaching experience
- Demonstrated instructional leadership and strong communication skills
- Thorough knowledge of curriculum, instruction, and assessment, including current issues and trends in instructional technology
- Ability to effectively coach adult learners and facilitate job-embedded professional learning

**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.

The position requires the ability to use standard office technology and digital tools; communicate effectively in person, in group settings, and through electronic means; view and read digital and printed materials with or without assistive devices; and move within school and office environments. The role may occasionally require lifting or carrying materials weighing up to 25 pounds.

**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 inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Received:** Conducted by the building principal, with formal input from the Supervisor and Coordinator of Digital Learning

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

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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