

## Job Description

**Job Title:** Instructional Specialist – Special Education

**Supervisor:** Supervisor of Special Education,  
Adapted Curriculum Programs

**Position Code:**

**Pay Grade:** Grade 38

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing leadership, guidance and expertise and monitoring of the division's special education programs. Position chairs eligibility/IEP meetings and manifestation determination meetings; interprets state and federal regulations; provides on-going professional development and maintains accurate databases supporting the division's special education programs in compliance with IDEA.

### Essential Duties

1. Chairs eligibility/IEP meetings and manifestation determination meetings at assigned schools.
2. Interprets state and federal regulations governing special education and ensures compliance in assigned special education functional areas.
3. Serves as a resource to principals and teachers regarding assigned special education instructional programs.
4. Assists teachers in the improvement of instructional performance.
5. Analyzes and interprets achievement data; and works with lead teachers/administrative staff to design activities to raise student achievement.
6. Assists in developing and conducting division wide Pk-12 professional development for special education instructional staff in assigned areas of responsibility.
7. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
8. Serves as central office contact and liaison with parents and the community regarding assigned special education instructional programs and assists with Child Find Responsibilities for private schools.
9. Conducts specific records management tasks in compliance with State and Federal IDEA and records management guidelines.
10. Maintains accurate databases in compliance with state and federal special education indicators.
11. Facilitates professional development for non-special education staff –administrators regarding IDEA
12. Serves as a main liaison with curriculum and instruction to professional staff to coordinate instructional services.
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. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in special education.
2. Performs any other related duties as assigned by the Executive Director, Student Advancement 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 Bachelor's degree and Collegiate Professional License with endorsements in Special Education, and a minimum of 5 years teaching experience. Must possess demonstrated knowledge of state and federal laws and regulations pertaining to IDEA requirements. Must possess demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess effective instructional delivery techniques 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, parents, administrators, advocates, students and others.

**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; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to 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. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Special Education, Adapted Curriculum Programs

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

Revised 08/2025