

Job Description

Job Title: Instructional Specialist - Secondary English

Position Code: 7E21, GE21, XE21, PE21

Job Classification: Exempt

Supervisor: Instructional Supervisor, English

Pay Grade: 38

Contract Length: 245 Days

Job Summary

Position is responsible for supplementing and supporting the school division's secondary English curriculum and instruction initiatives. Position is responsible for coaching, supporting, and guiding teachers in best practices for secondary English instruction. Position provides intense professional development in the form of modeling, collaborating, and coaching teachers.

Essential Duties

1. Assists in developing, implementing, and assessing the district's secondary English curriculum as aligned with the Virginia Department of Education Standards of Learning.
2. Oversees secondary initiatives and is responsible for coaching, supporting, and guiding teachers in effective instruction. Support includes frequent classroom visits, planning for instruction, modeling or co-teaching, consulting, reflection, and supportive and specific feedback to teachers as needed.
3. Analyzes data to determine benchmarks, establish goals, and monitor improvement in identified schools.
4. Assists with planning, developing, and implementing an effective structure for English leads.
5. Participates in the planning of teacher training programs that promote best practices in instruction and assessment.
6. Assists with the selection of instructional materials and equipment, and with the implementation of innovative practices.
7. Remains abreast of professional development literature, participates in professional organizations, attends (as appropriate) workshops related to best practices, and disseminates information to others.
8. Assists with monitoring student assessment/test results and provides assistance to improve student performance.
9. 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

Initiates and maintains effective liaisons to maintain a current knowledge of developments and research in the profession. Performs any other related duties as assigned by the designated 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 in Education. Master's in English or curriculum preferred. Must possess four to six years of high school experience with demonstrated classroom success. Must be eligible for or in possession of an appropriate Virginia teaching license. Must demonstrate evidence of involvement in school and division activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of instructional best practices, curriculum development, and adult learning theory. Must possess excellent organization and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers and administrators.

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/typewriter, and to perform; 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.

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: Assigned Staff

Supervision Received: Instructional Supervisor - Secondary English

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 assigned 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

Revised 08/2025