

## Job Description

**Job Title:** Instructional Supervisor, Secondary English

**Position Code:** 1E16 or AE16

**Job Classification:** Exempt

**Supervisor:** Executive Director  
Curriculum & Development

**Pay Grade:** 42

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, developing, implementing, and monitoring the secondary English program for the school district. Position develops the curriculum and assessments, provides staff development, and prepares and monitors the program budget.

### Essential Duties

1. Leads and supervises a district-wide secondary English instructional program.
2. Coordinates curriculum and assessment development, implementation and revision.
3. Analyzes and responds to performance data to determine curriculum and professional development needs.
4. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the secondary English instructional program.
5. Supervises the secondary English department of instructional specialists and instructional coaches.
6. Provides guidance in the selection of textbooks and instructional materials for the program.
7. Provides regular school-based instructional supervision to ensure alignment of written and taught curriculum and consistent practices.
8. Serves as the content specialist, resource and advisor to teachers, administrators, and central office personnel.
9. Assists teachers in the improvement of instructional delivery and performance through active coaching, feedback, and job-embedded professional development.
10. Develops and indirectly supervises the efforts of middle school reading specialists, writing leads, and English lead teachers in schools.
11. Evaluates the effectiveness of instructional methods and English-related programs and recommends revisions as needed.
12. Assists the human resources department with interviewing and recommending qualified candidates for secondary English instructional positions as requested.
13. Works collaboratively with other instructional supervisors to develop and conduct district-wide professional development.
14. Prepares and supervises the program's budget.
15. Coordinates meetings with other content specialists, teachers, administrators, and other central office personnel to disseminate information regarding current developments and teaching practices in the field.
16. Supervises the ordering, inventory, and distribution of materials and equipment for the secondary English instructional program.
17. Coordinates district-wide English educational activities.
18. Serves as the central office contact and liaison with parents and the community regarding the district's secondary English instructional program.
19. Represents the school district in educational projects and initiatives at the local, regional, state, and national levels.
20. Develops appropriate advocacy positions/statements for secondary reading and writing education.
21. Participated in Instructional Audits and Academic Reviews as requested.
22. 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 districts and professional societies to keep abreast of developments in secondary English.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Development.

### **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 Master's degree and be eligible for a Virginia License in administration and supervision. Must possess at least five years of effective teaching experience of secondary English. Experience as a departmental chair, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of a secondary English program, effective coaching practices, and leadership. Must possess the ability to guide and develop teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development, and budget development. Must possess the ability to establish and maintain effective working relationships with students, parents/guardians, teachers, and administrative staff.

### **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 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 or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director, Curriculum & Development

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