

## Job Description

**Job Title:** Elementary Science Resource Teacher  
**Position Code:** 7E02 or GE02  
**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor  
**Pay Grade:** 35A, 37A, 38A, 39A  
**Contract Length:** 202 Days

***THIS IS A GRANT FUNDED POSITION.***

### **Job Summary**

Position is responsible for coaching, supporting, and guiding teachers in best practices for science achievement. Position conducts in-service training, performs classroom visitations, and demonstrates instructional techniques.

### **Essential Duties**

1. Develops and implements a support framework for science achievement.
2. Performs on-going classroom visitations, coaches teachers in the improvement of instructional performance and monitors improvement.
3. Demonstrates lessons in classroom situations for observation by teachers.
4. Develops and conducts in-service training for teachers regarding instructional strategies, best practices, and specific instructional topics.
5. Coaches and assists classroom teachers in integrating technology into the curriculum.
6. Meets regularly with elementary science supervisor and building administrators regarding classroom practices and provides on-going feedback.
7. Attends staff development and professional activities to improve/maintain knowledge of coaching skills, adult learning theory and instructional content.
8. Assists with curriculum development.
9. Assists teachers in developing model lesson plans.
10. Models nondiscriminatory practices in all activities.
11. Submit monthly reports to the Elementary Science Supervisor.

### **Other Duties**

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in science content.
2. Performs any other related duties as assigned by the Instructional Supervisor 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 Bachelors degree and be eligible for a Virginia Teaching License in science or have equivalent experience in teaching science. Master's degree preferred. Must possess knowledge of instructional best practices and adult learning theory. Must possess excellent instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must possess the ability to work with limited supervision. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with school administrators and teachers.

**Working Conditions & Physical Requirements**

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 and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms settings and on the telephone; physical agility to lift up to 25 pounds to shoulder height.

**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 a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Instructional Supervisor

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

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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

Updated: 10/21/09