



## Job Description

**Job Title:** Instructional Supervisor,  
Career Pathways

**Position Code:** 1E16, AE16

**Job Classification:** Exempt

**Supervisor:** Executive Director,  
Innovation & Development

**Pay Grade:** 44

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for leading Career Pathways which includes, but is not limited to, planning, developing, implementing, and monitoring division-wide efforts PK - 12, staff development and budget.

### **Essential Duties**

1. Supervises division wide Career Pathways program.
2. Coordinates development, implementation and monitoring of Career Pathways.
3. Provides guidance in the selection instructional materials for the program.
4. Provides regular school-based supervision to ensure alignment and consistency of practices.
5. Serves as the program specialist, resource and advisor to teachers, principals and central office personnel.
6. Provides leadership and assists with supervision of school-based Career Pathways Coordinators.
7. Evaluates the effectiveness of methods and career-related programs and recommends revisions as needed.
8. Works collaboratively to develop and conduct division wide staff development.
9. Prepares and supervises the program's budget.
10. Coordinates meetings with other content specialists, teachers, administrators other central office personnel to disseminate information regarding current developments and practices.
11. Supervises the ordering, inventory, and distribution of materials and equipment.
12. Coordinates division wide mathematics educational activities.
13. Serves as the central office contact and liaison with parents and the community regarding the Career Pathways.
14. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
15. Organizes meaningful work-based learning experience opportunities through business/industry and community resources.
16. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in elementary mathematics education.
2. Performs any other related duties as assigned by the Executive Director, Innovation and Development or 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 Master's degree and be eligible for a Virginia License in administration and supervision. Must possess at least 3 years successful teaching experience. Experience as a departmental head, lead teacher, or a related instructional leadership position preferred. Must possess the ability to establish and maintain effective working relationships with administrators, teachers, students, the community and administrative staff. Must possess excellent oral and written communication skills, and ability to develop

positive working relationships with a diverse population of students, parents, community college faculty, staff, administrators, and the general public. Must demonstrate ability to provide higher education related academic and career information and mentoring. Must possess skills in the use of personal computers to input data, track participants, organize, document activities, and produce reports. Previous work experience in high school, counseling or higher education preferred.

**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 see and 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/school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director, Innovation & 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 & Instructional Services 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 \_\_\_\_\_