



Job Description

Job Title: Elementary Literacy Instructor
Position Code: 7E02 or GE02
Job Classification: Exempt

Supervisor: Executive Director
Pay Grade: 35A, 37A, 38A, 39A
Contract Length: 202 Days

Job Summary

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

Essential Duties

1. Participates as a member of a team to develop and implement a support framework for SOL achievement.
2. Analyzes SOL data to determine benchmarks, establish goals, and monitor improvement in identified schools.
3. Performs on-going classroom visitations.
4. Coaches and monitors teachers in the improvement of instructional performance.
5. Demonstrates lessons in classroom situations for observation by teachers.
6. Develops and conducts in-service training for teachers regarding instructional strategies, best practices, and specific instructional topics.
7. Meets regularly with building administrators regarding classroom practices and provides ongoing feedback.
8. Attends staff development and professional activities to improve / maintain knowledge of coaching skills and adult learning theory.
9. Recommends a support plan for eliminating the disparity gap in literacy and math.
10. Assists teachers in developing model lesson plans.
11. Models nondiscriminatory practices in all activities.

Other Duties

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in literacy instruction.
2. Performs any other duties as assigned by the Executive Director 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 or Master's degree in education or a related field. Must possess three years of elementary teaching experience. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must demonstrate evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of instructional best practices 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 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: Executive Director

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