



## Job Description

**Job Title:** Supervisor I  
School Improvement  
**Position Code:** 1E17 or AE17  
**Job Classification:** Exempt

**Supervisor:** Executive Director  
Secondary Schools  
**Pay Grade:** 44  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for assisting low-performing schools in achieving their performance goals in reading, writing, mathematics and exceptional children's (students with disabilities) programming. The employee is expected to provide expertise in effective instructional practices in the focus areas.

### Essential Duties

1. Assists low-performing schools in achieving their growth and performance goals in reading, writing and mathematics.
2. Analyzes disaggregated test data for school improvement.
3. Observes the school environment (climate, human relations, physical characteristics of the school, organization and scheduling).
4. Conferences with key school personnel to identify strengths and area(s) in need of improvement.
5. Provides feedback on the school improvement plan.
6. Helps the staff focus on academic goals.
7. Assists in determining needed professional development needs.
8. Delivers professional development to school personnel.
9. Collaborates with administrators to provide formative and summative observations.
10. Applies most effective instructional practices through planning, coaching, feedback, monitoring and use of instructional resources.
11. Provides on-site demonstration lessons.
12. Reviews, evaluates and reports results.
13. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs related work as assigned by the Executive Director, Secondary Schools or other appropriate administrators.

### 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)**

Master’s degree in education certification in administration and supervision and four years of demonstrated excellence in teaching and administration any equivalent combination of training and experience which provides the required knowledge, skills and experience. Must possess considerable knowledge of educational research methodology, including research design, program evaluation and data analysis. Must possess the ability to read and prepare correspondence, and reports. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

**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; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, stoop, 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 to loud.

**Supervision Exercised:** None

**Supervision Received:** Executive Director, Secondary Schools

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor, School Improvement 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