



## Job Description

**Job Title:** Teacher Coach—Sedgefield or NP

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Building Principal

**Pay Grade:** Lead Teacher Pay Scale

**Contract Length:** 202 Days

### **Job Summary**

Position is responsible for supporting the professional growth and development of K-5 teachers to facilitate learning and independent application of effective instructional practices. Position works with the Supervisor of Employee Expertise to implement the division's coaching model at assigned school. Position provides job-embedded support through classroom observations, prescriptive feedback, modeling, data analysis, and planning across content areas. Position plans and conducts staff development based on assessed building and/or teacher needs. Position works alongside the elementary supervisors to coordinate professional growth and development of K-5 teachers.

### **Essential Duties**

- Works with principal to develop and implement coaching plans.
- Facilitates professional development across the building, to include coaching, workshops, and planning sessions.
- Assesses the individual and collective needs of teachers at assigned school.
- Creates a comprehensive and systematic plan to support the professional growth of teachers.
- Models effective instructional techniques and strategies that engage learners.
- Provides coaching assistance through observation of instruction and delivery of timely and appropriate feedback.
- Assists with writing exemplary lesson plans to serve as a model.
- Works collaboratively to help teachers analyze data and plan targeted and appropriate lessons.
- Provides support in the areas of classroom motivation and management to help teachers establish orderly learning environments.
- Plans and conducts high quality professional development activities in response to assessed needs.
- Works positively toward meeting identified district and building goals.
- Supports teachers in the development and implementation of professional growth plans.

### **Other Duties**

Attends staff development programs, instructional coach meetings, and other professional development activities. Keeps abreast of developments, research, and new technology in the field. Performs any other related duties as assigned by 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 degree and be eligible for a Virginia teaching license (Master’s degree preferred). Must have completed a minimum of five years of exemplary teaching experience at the elementary level. Must possess knowledge of effective instructional delivery techniques, research-based best practices, and adult learning theory. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

**Working Conditions and 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; 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 and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, 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/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Building Principal

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