



Job Description

Job Title: Instructional Specialist, CTE

Supervisor: Instructional Supervisor, CTE

Job Classification: Exempt

Pay Grade: 38

Contract Length: 245 days

Job Summary

Position is responsible for supplementing and supporting the Career & Technical Education (CTE) and Career Pathways initiatives of the middle and high schools. Position is responsible for coaching, supporting, and guiding secondary teachers in authentic problem based and best practices in CTE. Position conducts professional development, and performs classroom visitations, provides instructional feedback and demonstrates instructional techniques. Position assists with the development of the curriculum and reviews data for program improvement.

Essential Duties

1. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher and recommends effective instructional strategies. Including frequent classroom visits, observing CTE instruction, planning for instruction, modeling or co-teaching, consulting, reflection, and supportive and specific feedback to teachers as needed.
2. Assists teachers with classroom organization, materials procurement, and learning activities that support learning targets and objectives.
3. Analyzes and interprets industry certification and performance data; and works with lead teachers/administrative staff to design activities to raise student achievement.
4. Assists with the data collection and reporting of CTE and Career Pathway activities.
5. Conducts professional development for CTE instructional staff regarding instructional strategies, best practices, and specific instructional topics.
6. Serves as resource to the school's administrative staff regarding CTE instruction and the needs of students.
7. Assists with managing industry certification testing, to include ordering, disseminating, analyzing, and reporting.
8. Assists with planning, organizing, and facilitating meaningful work-based learning experience opportunities through business/industry and community resources.
9. Assists with developing the CTE curriculum and assessment program in partnership with the supervisor to support CTE and Career Pathway initiatives.
10. Collaborates regularly with supervisor and building administrators to address areas of greatest need; including development of curriculum, updating existing curriculum, and effectively incorporating career and technical education competencies in the content areas.
11. Supports the work of content teams by attending and participating in content team meetings and by reading and responding to content team meeting records as needed.
12. Attends staff development and professional activities to improve / maintain knowledge of content, instructional strategies, coaching skills, and adult learning theory.
13. Informs staff of emerging CTE and work-based learning experiences
14. Assists in selection of CTE software and hardware products and assists in their implementation in the classroom.
15. Supports and encourages project-based instruction for all students in grades 6 – 12.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in Career & Technical Education.

2. Performs any other duties as assigned by the Career & Technical Education Supervisor, Principal 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 Master's degree, a Postgraduate Professional License with endorsements in Career & Technical Education and 5 years teaching experience that includes experience in Career & Technical Education. (Virginia License in administration and supervision preferred). Must possess demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of career & technical education curriculum, Carl D. Perkins Act, instructional best practices, and adult learning theory. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community, students and others.

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, to stoop, to sit on the floor, to climb stairs, to walk and to 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: Assigned Staff

Supervision Received: Instructional Supervisor, CTE

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist, CTE & Career Pathways will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor, CTE & Career Pathways 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

Revised 08/2025