

Job Description

Job Title: Instructional Specialist - Elementary Literacy

Supervisor: Instructional Supervisor

Job Classification: Exempt

Pay Grade: 38

Contract Length: 245 Days

Job Summary

Position is responsible for supplementing and supporting the school division's elementary literacy curriculum and instructional initiatives by working alongside the elementary supervisors, specialists, and coaches. Particular attention will be given to the literacy curriculum, including the integration of reading and writing.

Essential Duties

1. Assists in developing, implementing, and assessing the district's elementary literacy curriculum as aligned with the Virginia Department of Education Standards of Learning.
2. Oversees elementary initiatives and is responsible for coaching, supporting, and guiding teachers in literacy.
3. Assists with planning, developing, and implementing an effective structure for elementary grade level leads.
4. Participates in the planning of professional development to promote best practices in instruction and assessment.
5. Assists with the selection of instructional materials and equipment, and with the implementation of innovative practices in literacy.
6. Remains abreast of professional development literature, participates in professional organizations, attends (as appropriate) workshops related to best practices, and disseminates information to others.
7. Assists with monitoring student assessment/test results and provides assistance to improve student performance.
8. Initiates and maintains effective liaisons to maintain a current knowledge of developments and research in the profession.
9. 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. Performs any other related duties as assigned by the Instructional Supervisor 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)

Must possess a valid Virginia teaching license with a reading specialist certification. Must possess a Bachelor's in Education. Must possess three years of recent and successful elementary teaching experience. Must demonstrate evidence of involvement in school and division activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of instructional best practices in literacy, curriculum development, 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 and on the telephone; physical agility to lift up to 25 pounds.

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: Assigned Staff

Supervision Received: Instructional Supervisor(s)

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the assigned Instructional Supervisor 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
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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Revised 08/2025