

## Job Description

**Job Title:** Instructional Specialist – Literacy Intervention

**Supervisor:** Director of Elementary Curriculum & Development

**Pay Grade:** 38

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for managing and supporting the division's elementary reading intervention programs. Position supports the regular education curriculum and works collaboratively with the elementary English supervisor. Particular attention will be given to supporting the development of intervention personnel through in-service training, classroom visitations, observation and feedback, and data-analysis. Position is responsible for analyzing division literacy data and collaborating with supervisors in planning for future literacy needs.

### Essential Duties

1. Oversees elementary intervention programs and is responsible for coaching, supporting and guiding teachers and interventionists in implementing programs and intervention resources with fidelity.
2. Analyzes intervention assessment data to determine benchmarks, identify areas for improvement, establish goals, and monitor improvement.
3. Collaborates with the Elementary English department to ensure alignment between intervention programs, resources, and professional development with the Tier One curriculum.
4. Assists with the selection of intervention programs and resources.
5. Participates in the planning and delivery of professional development to promote best practice in instruction and assessment, which also includes instructional coaching.
6. Conducts regular observations of intervention personnel to improve instruction and uses data to plan for ongoing monitoring and support.
7. Completes reports, collects data, and provides information for program monitoring regularly to the Director of Curriculum and Development and Elementary English Supervisor.
8. Assists intervention personnel with monitoring student assessment results to improve student performance.
9. Coordinates the literacy work of intervention personnel as applicable.
10. Represents NNPS, Curriculum and Development and the elementary English department in a professional manner.
11. Remains abreast of professional development literature, participates in professional organizations, attends (as appropriate) workshops related to best practice, and disseminates information to others.
12. Effectively communicates orally and in written and presentation form with various stakeholders.
13. 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. Attends professional development programs, curriculum development meetings, and other professional activities.
2. Performs any other related duties as assigned by the Director of Elementary Curriculum and Development 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 Bachelor's degree and a Virginia Teaching License. Must have completed at least three years of successful teaching experience in grade levels PreK-5. Must possess effective instructional delivery techniques and excellent communication skills. Must possess knowledge of the needs of students requiring remedial reading instruction. Must possess an in-depth knowledge of instructional best practices in foundational skill development, structured literacy, and adult learning theory. Must possess the ability to establish and maintain effective working relationships with colleagues, administrators, parents and students.

**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:** None

**Supervision Received:** Director of Elementary Curriculum & Development & Instructional Supervisor

*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 Director of Elementary Curriculum & Development, 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:**

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Supervisor

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Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

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Signature

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Date

Revised 08/2025