

## Job Description

**Job Title:** Instructional Specialist – Health and Physical Education

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor

**Pay Grade:** 38

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for supplementing and supporting the school division's health and physical education curriculum by working alongside the health and physical education instructional supervisor. Particular attention will be given to assist teachers in developing effective lesson plans, delivering content, and using data to drive instruction.

### **Essential Duties**

1. Participate in the planning of professional development to promote best practices in teacher-student interactions, instruction, and assessment.
2. Assist in creation and revision of curriculum and assessments for K-12 health, physical education, family life education, driver education, outdoor education and sports medicine.
3. Collaborate on oversight of health and physical education initiatives with responsibility for coaching, supporting, and guiding teachers in health and physical education best practices.
4. Assist with the selection of instructional materials and equipment, and with the implementation of innovative practices in health and physical education.
5. Assist in Canvas management for K-12 health, physical education, family life education, driver education, outdoor education and sports medicine.
6. Arrange and facilitate monthly New Teacher Institute meetings.
7. Assist with scheduling, communication and management of division-wide initiative for hands-on CPR training.
8. Organize and facilitate the annual regional National Archery in the Schools archery tournament in collaboration with the Virginia Department of Wildlife Resources.
9. Assist with division wide implementation of Heart Zones heart rate monitors.
10. Collaborate with the NNPS transportation department to get elementary bikes trailers scheduled and transported to schools; maintain records for repair and maintenance of elementary and secondary bikes and trailers in the division; assist teachers with Bike Smart VA instruction.
11. Remain abreast of professional development literature, participate in professional organizations, attend appropriate workshops related to best practices and disseminate information to others.
12. Model non-discriminatory 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 designated 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 valid Virginia teaching license. Must possess a Bachelor's degree in Education (Master's degree preferred). Must possess at least three years of recent and successful health and physical education 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 health and physical education, 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:** None

**Supervision Received:** 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 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

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

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 08/2025