

## Job Description

**Job Title:** Instructional Specialist - Secondary Science

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor

**Pay Grade:** 38

**Contract Length:** 245 days

### **Job Summary**

In collaboration with the secondary science supervisor, this position is responsible for supporting the school division's secondary science program initiatives, to include developing and revising curriculum and assessments. Specialist is also responsible for coaching, supporting, and guiding teachers in best practices for secondary science instruction. Position provides intense professional development through planned learning sessions and through the job-embedded practices of planning, modeling, and coaching teachers.

### **Essential Duties**

1. Develops the science curriculum and assessment program in partnership with the supervisor.
2. Provides instructional support to secondary science teachers for successful student achievement in science.
3. Support includes frequent classroom visits, observing science instruction, planning for instruction, modeling or co-teaching, consulting, reflection, and supportive and specific feedback to teachers as needed.
4. Assists teachers with classroom organization, materials procurement, and learning activities that support learning targets and objectives.
5. Collaborates regularly with supervisor and building administrator to address areas of greatest need; including development of curriculum, updating existing curriculum, and effectively incorporating STEM into the content areas.
6. Analyzes data to determine benchmarks, establish goals, and monitor improvement in identified schools. Develops concrete steps within the school, content area, or classroom to address identified needs.
7. Providing developmental assistance and resources for teachers to meet the varied learning needs of students.
8. 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.
9. Co-plans and conducts monthly lead meetings and district-wide professional development with instructional supervisor to ensure district curricular and instructional consistency.
10. Attends staff development and professional activities to improve / maintain knowledge of content, instructional strategies, coaching skills, and adult learning theory.
11. Informs staff of emerging science technologies.
12. Assists in selection of science software and hardware products and assists in their implementation in the classroom.
13. Supports and encourages inquiry-based, hands-on, and lab-based science instruction for all students in grades 6. Maintains detailed logs of support provided to schools.
14. 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 science instruction.
2. Performs any other related duties as assigned by the Secondary Science Supervisor.

### **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 or Master's degree with an endorsement in Secondary Science or Middle Grade Science. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must possess five years of secondary teaching experience with demonstrated success in the area of science. Must possess an in-depth knowledge of science curriculum and instructional best practices. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must demonstrate evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, 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; 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:** None

**Supervision Received:** Instructional Supervisor – Secondary Science

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist of Secondary Science 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

Revised 08/2025