

## Job Description

**Job Title:** Instructional Specialist – Secondary Social Studies

**Position Code:** 7E21, GE21

**Job Classification:** Exempt

**Supervisor:** Instructional Supervisor

**Pay Grade:** 38

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing leadership, guidance, and expertise in the field of social studies for middle and high schools. Position conducts staff development; performs classroom visitations; mentor's teachers; and demonstrates instructional techniques. Position assists with planning, developing, implementing and monitoring the division's social studies program. Position assists with the development of the curriculum and quarterly assessments, and prepares and monitors the program budget.

### **Essential Duties**

1. Assists with the supervision and administration of the division wide Social Studies Curriculum and Instructional (6-12) programs.
2. 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.
3. Models lessons in classroom situations for observation by teachers.
4. Analyzes and interprets achievement data; and works with lead teachers/administrative staff to design activities to raise student achievement.
5. Conducts in-service training for instructional staff regarding instructional strategies, best practices, and specific instructional topics.
6. Serves as resource to the school's administrative staff regarding social studies instruction and the needs of students.
7. Acts as liaison between teachers, school administrators, and the central administration on matters related to social studies curriculum and instruction.
8. Provides leadership in the development, implementation and revision of curriculum and curriculum guides.
9. Conducts regular meetings with lead teachers to ensure curriculum alignment.
10. Ensures that there are adequate materials, equipment, and supplies for the operation of the division's social studies instructional program.
11. Prepares necessary statistics and reports related to instructional activities at the assigned school.
12. Models nondiscriminatory practices in all activities.
13. Assists with the selection of textbooks, and other instructional materials and equipment for the program.

(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. Initiates and maintains effective liaisons with professional societies to keep abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the Assistant Superintendent, Curriculum and Instructional Services or 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 history and/or social studies and 5 years teaching experience that includes experience in secondary social studies. (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 social studies curriculum, 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 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 a office/school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**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:**

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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