

Job Description

Job Title: Instructional Specialist – Visual & Performing Arts

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 visual and performing arts curriculum by working alongside the visual and performing arts 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. Attend, Participate and plan 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 visual art, theater, and music education programs.
3. Collaborate on oversight of visual and performing arts initiatives with responsibility for assisting teachers in the development and implementation of effective classroom management strategies, instructional planning, and classroom organization, as needed.
4. Model instructional practices in a variety of visual and performing arts settings and provide coaching support to ensure effective teacher implementation.
5. Assist with the selection of instructional materials and equipment, and with the implementation of innovative and culturally responsive practices in visual and performing arts.
6. Assist in Canvas management for K-12 visual art, theater, and music education programs.
7. Arrange and facilitate monthly new teacher meetings.
8. Coordinate and participate in middle and high school student recruiting efforts for visual arts, theater, and music education programs.
9. Assist with division wide performing arts educational activities and events such as All City Music, Summer Institute for the Arts, Young Audience, Virginia Symphony, Virginia Opera, and Richmond Ballet, while also building future community partnerships.
10. Assists with division wide visual arts educational activities and events such as the Summer Institute for the arts, special exhibits, and contests.
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.
13. Collaborate with staff within schools and across the division, as appropriate.

(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 (Master's degree preferred). Must possess at least three years of recent and successful visual art, theater, or music 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 visual and performing arts, 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 _____

08/2025