



Job Description

Job Title: Instructional Specialist, Secondary Math

Position Code:

Job Classification: Exempt

Supervisor: Instructional Supervisor of Sec. Math

Pay Grade: 38

Contract Length: 220, 245 Days

Job Summary

Position is responsible for coaching, supporting, and guiding teachers in best practices for secondary Math instruction. This position coach teachers, models lessons, co-teaches, collaboratively plans, provides feedback to teachers, compiles data, and conducts professional development.

Essential Duties

1. Coaches and supports teachers in planning, delivering, and assessing quality Math instruction.
2. Plans, models, and co-teaches effective lessons with teachers.
3. Support includes frequent classroom visits, observing Math instruction to assess need, planning for instruction, modeling, co-teaching, consulting, guided 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. Participates and observes the planning process and the instruction that follows, and provides supportive and specific feedback and suggestions.
6. Collaborates regularly with Instructional Math Supervisor, Secondary Math Team, Math Lead, and building administrators to address areas of greatest need.
7. Analyzes data to determine benchmarks, establish goals, and monitor improvement in identified schools and develops concrete steps within the school, content area, or classroom to address identified needs.
8. Assists teachers in analyzing data to guide instruction and plan targeted interventions.
9. Assists teachers in developing various formative assessments
10. Assists Math Lead in developing and implementing remediation plans, as necessary
11. Supports the work of content teams by attending and participating in content team meetings, adhering to the Mathematics curriculum.
12. Attends and participates in Math Lead teacher meetings and trainings.
13. Assists curriculum writing teams and Math Supervisor in the revision and development of curriculum and assessments.
14. Attends and participates in professional development to improve and maintain knowledge of content, instructional strategies, coaching skills, and adult learning theory.
15. Develops and conducts professional development for teachers regarding instructional strategies, best practices, and specific instructional topics at school and district level.
16. Keeps detailed records related to all aspects of the position including a coaching log to include dates, times, and locations.
17. 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 mathematics instruction.
2. Performs any other related duties as assigned by the Secondary Math Supervisor 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 Bachelor's or Master's degree with an endorsement in Secondary Math. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must possess at least 3-5 years of teaching experience with demonstrated success in the area of secondary math. Must demonstrate evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of math 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 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; 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: Assigned Staff

Supervision Received: Instructional Supervisor of Secondary Math

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist, Math, will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor of Secondary Math 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