

Job Description

Job Title: Instructional Supervisor Elementary

Supervisor: Executive Director
Curriculum & Development

Position Code: 1E16 or AE16

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the upper elementary program for the school division. Position develops the curriculum and assessments, provides staff development, and prepares and monitors the program budget.

Essential Duties

1. Supervises and administers a division-wide integrated instructional program for upper elementary.
2. Coordinates cross-content integrated opportunities for an instructional program that may include reading, writing, math, science, social studies, STEM, service learning, and/or instructional technology.
3. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
4. Coordinates curriculum and assessment development, implementation, and revision.
5. Visits elementary school classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in upper elementary.
6. Indirectly supervises and coaches elementary school teachers and may assist school principals in evaluating them.
7. Performs classroom observations and assists teachers in the improvement of instructional performance.
8. Provides guidance in the selection of textbooks and other teaching materials and equipment for the program.
9. Serves as a resource and advisor to administrators and teachers regarding the upper elementary instructional program.
10. Assists teachers in the improvement of instructional delivery and performance through active coaching, feedback, and job-embedded professional development.
11. Assists in developing and conducting division-wide staff development for the elementary school instructional staff.
12. Prepares and monitors the program's budget.
13. Assists the human resources department with interviewing and recommending qualified candidates for elementary school instructional positions.
14. Coordinates meetings with specialists, lead teachers, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
15. Coordinates division-wide educational activities and community events.
16. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
17. Knows and assists schools in the correct implementation of the laws related to NCLB and Virginia Standards of Accreditation.
18. Provides materials as needed to support upper elementary instruction.
19. 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. Initiates and maintains effective liaisons with other school districts and professional societies to keep abreast of developments and research.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Development or other 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 in curriculum, elementary education, or administration and supervision. Preferably eligible for a Virginia License in administration and supervision. Must possess considerable and successful teaching experience in upper elementary grades. Preferred experience as a lead teacher, PD presenter, or in a related instructional leadership position. Must possess the ability to guide and develop teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development, and budget development. Must possess the ability to establish and maintain effective working relationships with colleagues, students, parents/guardians, teachers, and administrative staff.

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; to read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and 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.

Supervision Exercised: Assigned Staff

Supervision Received: Executive Director, Curriculum & Development

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