



## Job Description

**Job Title:** Instructional Supervisor – Health & PE

**Position Code:** 1E16, AE16

**Job Classification:** Exempt

**Supervisor:** Executive Director  
Curriculum & Development

**Pay Grade:** 42

**Contract Length:** 245 Days

### **Job Summary**

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

### **Essential Duties**

1. Supervises and administers division wide Health & Physical Education, Family Life and Dance instructional programs.
2. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
3. Coordinates curriculum and assessment development, implementation, and revision.
4. Visits and observes schools on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the Health & Physical Education program.
5. Indirectly supervises school Health & Physical Education teachers and assists school principals in evaluating them.
6. Performs classroom observations and assists teachers in the improvement of instructional performance.
7. Provides guidance in the selection of textbooks and other teaching materials and equipment for the program.
8. Serves as a resource and advisor to principals and teachers regarding the Health & Physical Education program.
9. Assists in developing and conducting division wide staff development for the elementary, middle and high school Health & Physical Education instructional staff.
10. Prepares and monitors the program's budget.
11. Assists the human resources department with interviewing and recommending qualified candidates for elementary school Health & Physical Education instructional positions.
12. Serves as the central office contact and liaison with parents and the community regarding the Health & Physical Education instructional program.
13. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
14. Coordinates division wide physical educational activities and events such as archery, jump rope and cup stacking contests.
15. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
16. Supervises middle school Family Life Education (FLE) teachers and coordinates the high school FLE program.
17. Assists in ordering and distributing materials and equipment for Health and Physical Education programs.
18. Oversees the middle school and high school intramural programs.
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 in elementary Health & Physical Education.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instructional Services 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 and be eligible for a Virginia Postgraduate Professional License with endorsements in Health & Physical Education and Administration & Supervision. Must possess five years of successful teaching experience in Health & Physical Education. Some experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of a Health & Physical Education program. Must possess the ability to guide and train 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 students, parents/guardians, teachers, and administrative staff. Must have proficient computer technology skills and knowledge of technology used in health and physical education.

### **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 see and 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, sit on the floor, 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 to loud.

**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