

Job Description

Job Title: Instructional Supervisor – World & Dual Languages **Supervisor:** Exec. Director, Curriculum & Development
Position Code: 1E16, AE16 **Pay Grade:** 42
Job Classification: Exempt **Contract Length:** 245 Days

Job Summary

Position provides a high-quality world language program that implements standards and serves the needs of students. Serves as a specialist with subject-specific expertise to effect change. Position is responsible for planning, developing, implementing, monitoring, and expanding the world language and dual language immersion programs for the school district. Position develops curriculum and assessments, provides professional development, and prepares and monitors the program budget.

Essential Duties

1. Provides leadership in the ongoing design and implementation of the world language and dual language programs that meets the needs of all students as well as the critical language needs of the future.
2. Provides professional development for instructional improvement based on current research, trends in language teaching, and district needs.
3. Stays knowledgeable about the development of learning materials by publishers and others as well as supervising the selection and acquisition of appropriate textbooks, ancillary materials, and technology.
4. Provides leadership in developing and carrying out district-wide co-curricular and extracurricular world language activities for students.
5. Serves as a resource on effective language instruction, current issues, and related legislation for all district staff and the community.
6. Stays abreast of trends and issues in language education and brings innovation and renewal to instruction.
7. Supports, coaches, and collaborates with teachers to promote instructional consistency and a shared direction and with colleagues in other content areas on interdisciplinary curriculum and professional development.
8. Develops appropriate budget, seeks additional funding, and manages grants to bring innovative programs, courses, and techniques to the district.
9. Serves as a liaison with appropriate district, state, and national agencies and universities.
10. Stays actively involved in world language organizations and provides up-to-date knowledge to the district.
11. Explains the district's language program to parents and community leaders.
12. Serves as a source of specialized information on language teaching and learning for district staff, board members, and the community.
13. Supports international school partnerships established through city or state programs and facilitates the placement of foreign exchange students in schools.
14. 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

Performs any other related duties as assigned by the Executive Director, Curriculum & Development.

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 License in administration and supervision or must obtain administrative endorsement within three years of placement in position. Must possess considerable world language teaching experience. Experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess knowledge of the principles, practices, and current issues related to world language instruction. Must possess the ability to guide and develop teachers in effective instructional techniques and strategies. Must possess the knowledge and skills necessary to effectively lead a world language program. Must possess the ability to establish and maintain effective working relationships with all stakeholders.

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; 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 35 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.

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. 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