



Job Description

Job Title: K-12 Administrative Coach

Position Code:

Job Classification: Exempt

Supervisor: Director of Professional Growth & Innovation

Pay Grade: 50

Contract Length: 245 Days

Job Summary

Position is responsible for supporting the professional growth and leadership capacity of current and aspiring leaders within Newport News Public Schools. Position facilitates learning and supports effective leadership practices. Position implements and sustains the division's comprehensive coaching model across schools. Position provides job-embedded support and guidance through strategic planning, school visits, data analysis, and collegial and actionable feedback focused on instructional practices, decision-making processes, and overall school leadership skills.

Essential Duties

1. Assesses the individual and collective needs of leaders at assigned schools, ensuring alignment with school-specific and division-wide goals.
2. Designs and implements comprehensive, personalized, and systematic support plans to support the professional growth of leaders.
3. Provides non-evaluative and growth-oriented coaching to guide and mentor administrators in their leadership roles.
4. Designs and leads a research-backed, effective professional learning program to support the development of aspiring leaders at all organizational levels.
5. Serves as a resource for administrators and coaches with a goal of improving overall school performance as measured by individual goal attainment, school support plan development/progress, student achievement data, and/or culture and climate data.
6. Provides guidance, support, and coaching to school-based leadership to optimize overall school management and operational efficiency.
7. Supports the implementation of exemplary leadership practices, particularly in the areas of observation, feedback, and instructional leadership, to drive student learning outcomes.
8. Coordinates with the Department of School Leadership to support the professional growth and capacity of current and aspiring leaders.
9. Ensures that all coaching and development activities are fully aligned with the division's strategic goals and initiatives, contributing to the broader mission of the school system.
10. Actively contributes to the achievement of identified division and school-level goals, maintaining a positive and solution-oriented approach.

(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.)

Other Duties

Attends staff development programs, department meetings, principal meetings, and other professional development activities. Keeps abreast of developments, research, and new technology in the field. Performs any other related duties as assigned by appropriate supervisor.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and a Postgraduate Professional License and hold or be eligible for an endorsement as principal. Must have 10 years of progressive overall education experience in teaching,

supervision, and administration with a minimum of five years focused on school administration. Demonstrated experience in developing and tracking a budget. Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws. Ability to keep and maintain accurate records and to meet deadlines. Possess strong organizational skills and interpersonal skills. Ability to communicate with individuals of varied cultural and educational backgrounds. Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers.

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 a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director of Professional Growth & Innovation

This job description in no way states or implies that these are the only duties to be performed by this employee. The K-12 Administrative Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Professional Growth & Innovation 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
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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