

## **Job Description**

### **GRANT FUNDED**

**Job Title:** Instructional Supervisor, School Improvement

**Supervisor:** Program Administrator, Federal Programs

**Pay Grade:** 44

**Contract Length:** 245 Days

**Job Classification:** Exempt

### **Job Summary**

Position is responsible for assisting schools who have been identified by VDOE for improvement. Goal is to assist efforts to advance student learning by providing support in the areas of continuous improvement, intervention, remediation. Position also provides technical assistance to identified schools and takes action as necessary to ensure that schools comply with federal (SIG/Title I/Title II/Title III/Title 4) and/or state directives, guidelines and reporting requirements.

### **Essential Duties**

1. Remains aware of federal and/or state program requirements and takes action to support schools in continually meeting those requirements.
2. Develops and monitors the program's budget.
3. Provides technical assistance to schools in the school improvement process in the areas of developing, revising and implementing their plans; conducts federal program School-wide plan monitoring and the required Annual Review of those plans; prepares reports as required.
4. Assists in the development and monitoring of School Improvement Grant funds as well as any other sources of funding which may be made available to support the position's assigned areas of responsibility;
5. Meet with visits and observes Response to Interventionists at identified schools to ensure division-wide program consistency.
6. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
7. Provides advice and assistance as requested to School Improvement Teams.
8. 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, state and federal departments of education, and professional societies to keep abreast of developments in assigned area of responsibility.
2. Performs any other related duties as assigned by the Program Administrator 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, Virginia Teaching License with endorsement in Administration and Supervision, and at least three years teaching experience. Knowledge of instructional classroom strategies, student academic assessment, remediation activities/strategies, and/or intervention; ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; knowledge of the school improvement process; strong communication, organizational, and writing skills. Some knowledge of budget development and monitoring preferred. Must have proven ability to establish and maintain effective working relationships with 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; 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:** None

**Supervision Received:** Program Administrator, Federal Programs

*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 Program Administrator 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