

Job Description

Job Title: PK-12 Leadership 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.

Supervision Exercised: None

Supervision Received: Director of Professional Growth & Innovation

Targeted Date of Employment: 2024-2025 school year