

Job Description

Job Title: Instructional Supervisor, Secondary Science

Supervisor: Exec. Director, Curriculum & Development

Position Code: 1E16, AE16

Pay Grade: 44

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's secondary science instructional program. Position develops curriculum and assessments, provides staff development, and prepares and monitors the program budget.

Essential Duties

1. Supervises and administers a division wide secondary science instructional program.
2. Assists in curriculum and assessment development, implementation, and revision.
3. Provides guidance in the selection of textbooks and other instructional materials and equipment for the program.
4. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the secondary science instructional program.
5. Serves as a resource and advisor to principals and teachers regarding the secondary science instructional program.
6. Assists teachers in the improvement of instructional performance.
7. Indirectly supervises school based secondary science teachers and assists school principals with evaluating them.
8. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
9. Assists the human resources department with interviewing and recommending qualified candidates for secondary science instructional positions.
10. Assists in developing and conducting division wide staff development for secondary science instructional staff.
11. Prepares and monitors the program's budget.
12. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
13. Supervises the ordering, inventory, and distribution of materials and equipment for the secondary science instructional program.
14. Coordinates division wide science educational activities and events such as the All City science fair, field trips, special exhibits and contests.
15. Serves as the central office contact and liaison with parents and the community regarding the division's secondary science instructional program.
16. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
17. Develops appropriate advocacy positions/statements for science education.
18. 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 divisions and professional societies to maintain a current knowledge in secondary science education.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instructional Services or 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 License in administration and supervision. Must possess considerable teaching experience that includes experience in secondary science 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 secondary science 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 teachers, students, the community, 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, to perform; 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, 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/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 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