

## Job Description

**Job Title:** Instructional Supervisor, Title II/Title IV Programs

**Supervisor:** Program Administrator,  
Federal Programs

**Position Code:** 1E16

**Pay Grade:** 44

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's federal grants and program. Position assist in developing the curriculum, provides staff development, and prepares and monitors the program's budget. Position also provides technical assistance to identified schools and takes action as necessary to ensure that schools comply with federal (Title II/Title IV) and state directives, guidelines and reporting requirements. Position is responsible at the division level for coordinating all activities associated with federal Supplemental Educational Services (SES) and School Choice.

### Essential Duties

1. Supervises and administers division wide Title II and Title IV instructional programs; supports schools in ESEA School Improvement; works with the Curriculum and Instruction education department to coordinate programs.
2. Indirectly supervises school based Title II and Title IV Interventionist/Coaches/Specialist, Parent Involvement Specialist, and teachers/support staff/paraprofessionals and assists school principals with evaluating them; Serves as a resource and advisor to principals and teachers.
3. Assists and provides guidance in curriculum selection, implementation, and revision of all Title II and Title IV programs. Evaluates the effectiveness of instructional materials and equipment, instructional methods and programs; recommends revisions and improvements as needed.
4. Visits schools and observes classrooms on a regular basis to ensure consistency, fidelity, and compliance of what is taught from school to school and teacher to teacher in the Title II and Title IV instructional programs.
5. Assists in developing and scheduling division wide professional development for Title II and Title IV employee groups; assist teachers in the improvement of instructional performance and teacher capacity.
6. Remains aware of federal and/or state program compliance requirements and takes action to support schools in continually meeting those requirements.
7. 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
8. Assists in the development and monitoring of school improvement as well as any other sources of funding which may be made available to support the position's assigned areas of responsibility; monitoring and the required Annual Review of those plans; prepares reports as required.
9. Assists Private schools with value of reserve under the Title II and Title IV grants
10. Provide assistance to private schools on meaningful consultations, allowable expenditures and budgetary needs
11. Assists the human resources department with interviewing and recommending qualified candidates for Title II and Title IV positions.
12. Serves as the central office contact and liaison with parents and the community regarding the division's Title II and Title IV program.
13. 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 elementary, middle math and reading education.
2. Performs any other related duties as assigned by the Program Administrator of Federal Programs or other appropriate administrators.

**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 math and reading 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 Title II and Title IV math and reading educational programs. 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.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; 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 an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Programs 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, Federal Programs 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