

## Clark Atlanta University Job Description

<b>Position Title:</b>	<b>Instructional Coach/Mentor</b>
<b>Department:</b>	<b>Curriculum &amp; Instruction LANEY Project (222202)</b>
<b>Reports To:</b>	<b>Dr. Annette Teasdell</b>

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*The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **General Function (Description):**

The Clark Atlanta University LANEY Project instructional coach/mentor will provide consultative educational services to LANEY Scholars. The instructional mentor/coach (IMC) will monitor student progress and provide one on one consultation. Specifically, the instructional coach/mentor will support scholars during the enrollment period and post-graduation to promote teacher retention.

### **Examples of Duties and Responsibilities:**

#### **Description of Responsibilities:**

1. The IMC will support LANEY Scholars and enhance student learning by providing weekly one on one mentoring to address challenges.
2. The IMC will develop and maintain positive relationships with LANEY Scholars by maintaining regular contact.
3. The IMC will share best practices and evidence-based teaching strategies to improve LANEY Scholar's knowledge.
4. The IMC will co-teach the field experience classes and conduct field visits and classroom observations for the CEDS 593 Practicum and the CEDS 594 Internship to coach LANEY Scholars.
5. The IMC will collaborate with supervising teachers to better prepare LANEY Scholars for teaching.
6. The IMC will provide feedback to LANEY Scholars focusing on instructional practices, student engagement, and improving learning outcomes.
7. The IMC will coach teachers on implementing effective instructional strategies, classroom management techniques, and differentiated instruction.
8. The IMC will share resources to enhance professional development.
9. The IMC will model best practices and share resources to enhance professional development.
10. The IMC will current on evidence-based instructional practices and educational trends.
11. The IMC will maintain confidentiality and professionalism in all interactions.
12. The IMC will assist the LANEY Project director with mentorship, coaching, and other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of Georgia Professional Standards Commission requirements for Special Education licensure and training.
- Experience teaching in P-12 educational settings
- Effective communication skills
- Effective organizational skills
- Ability to coach teacher candidates in classroom procedures and practices
- Ability to mentor teacher candidates on effective teaching practices

**Minimum Hiring Standards**

<b>Education</b>	Advanced degree in education and preferred Ed. S. or Ph.D.
<b>Years of Experience Required</b>	10 or more years teaching in a P-12 education setting.
<b>Years of Management/Supervisor Experience</b>	3-5 years