

<b>Job Title:</b>	Mentor Teacher (Career Coach) – Special Education - Richmond Teacher Residency Program
<b>Grade Level/Terms of Employment:</b>	Teacher’s Pay Scale / 10 Month (210 Day) Contract
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Teacher and Leader Pathways
<b>Immediate Supervisor:</b>	Director, Teacher and Leader Pathways

**General Description:**

Career Coaches provide specialized coaching support for new special education teachers who have completed their Richmond Teacher residency and new teachers serving students with disabilities. Career Coaches use a variety of New Teacher Center formative assessment tools and other reflective coaching protocols to increase the use of best practices that result in successful student outcomes. Career Coaches support teachers and administrators through professional development, coaching, and providing appropriately aligned resources to foster student academic success.

**Essential Duties and Responsibilities:**

- Coaches and assists with writing and implementing lesson plans, IEPs, functional behaviors plans, and behavior intervention plans.
- Embraces a team-based approach to teaching and learning including co-teaching, modeling lessons, and coaching to support new teacher success.
- Coaches assist with collecting and interpreting student performance data and analysis of student work.
- Assists with implementing and monitoring effective instructional strategies, positive behavioral intervention support strategies, and classroom management strategies.
- Assists with developing and maintaining effective communication with school staff and families.
- Documents coaching support using specific New Teacher Center formative assessment tools and logs.
- Conducts regular classroom observations and provides prompt data-based feedback with each observation.
- Participates in ongoing professional development activities including New Teacher Center workshops. Attends monthly professional seminars.
- Designs and implements professional development for the district.
- Performs other related duties as assigned.

**Qualifications:**

- Postgraduate professional license preferred with endorsement in one or more areas of special education
- A minimum of five years of successful teaching experience in special education. Tenured teacher with Richmond Public Schools is preferred.
- Experience/knowledge of mentoring pre-service or new teachers is preferred.

- Must have an in-depth knowledge of the foundation for educating students with disabilities and educational implications of various disabilities.
- Must have an understanding of special education procedures and policies and the application of service delivery, curriculum and instruction of students with disabilities.
- Must have knowledge of the IEP process, assessments, community-based organizations and issues impacting students with disabilities.
- Must have the ability to motivate and engage teachers for successful learning outcomes.
- Must have the ability to work in a cooperative manner with a variety of groups, including parents, teachers, administrators, and community/university representatives.
- Must have the ability to develop and implement staff development activities and establish and maintain effective working relationships with others and must be adaptable to changing priorities.
- Must be able to work independently and efficiently with minimum or no supervision and must be able to effectively manage multiple assignments simultaneously.
- Excellent oral, interpersonal, and written communication skills, public relations, and organizational skills are required.
- Excellent computer skills, including proficiency in Microsoft Office applications are required.