

Adjunct Supervisor Job Description

Provides constructive support and suggestions to assist the student's professional growth and development

Questions activities and teaching strategies that assist the student in reflecting on their teaching lesson and broadening their own self-evaluation

Communicates clearly in a timely manner and participates as a member of the team with the cooperating teacher and student teacher

Demonstrates and reflects knowledge of effective instructional practices in the classroom

Participates in problem-solving and remains flexible in seeking solutions

Promotes instructional strategies that can reach a wide variety of learners, as well as expecting higher level thinking skills

Respects the cultural implications and expectations of the school

Values other's professional opinions and time, yet is willing to give the time necessary for feedback and discussion

Promotes and sustains positive working relationships among the cooperating teacher, the student teacher, and the principal

Responds to email, phone calls, questions and other inquiries in a timely manner

Schedules observations and three-way conferences in advance, as well as provides brief "drop-in" observations

Communicates concerns with the cohort leader to keep them updated and involved with solutions

Documents plan of action/interventions used to assist student in gaining skills

Establishes and maintains working relationship with the principal at each sight and builds communication between the school and the University

Helps to build and identify future sites that may be used for student teaching