Teacher Mentor Job Description

QUALIFICATIONS:

1. Certified teachers with at least three years of experience.
2. Have a superior record of promoting student academic performance.
3. Supports a maximum of two beginning teachers annually.

REPORTS TO: Director of Curriculum/Special Programs
Campus Principal

SUPERVISES: All first year teachers, Alternative Certification teachers, and Principal Recommended Teachers

EVALUATION: Director of Curriculum/Special Programs
Campus Principal

ROLES AND RESPONSIBILITIES:

- **Ensure a strong start to the new school year.** Mentors can help beginning teachers launch into a productive year by making sure they know where to obtain all needed materials and by explaining the routines and schedules that are pertinent to them.
- **Actively participate** in selected Book Study
- **Meet regularly** with your intern formally and informally. This includes, but is not limited to:
    - Providing regular opportunities for mentee(s) to observe mentor teaching.
    - Participating in discussions following lessons that draw upon reflective thinking techniques.
    - Maintaining **open communication** with mentee either face to face or electronically.
    - Supporting teaching and learning standards of the state curriculum frameworks; Refining various teaching strategies.
    - Addressing issues such as classroom management and communicating effectively with parents.
    - Recognizing and addressing multiple learning styles and individual student needs.
- **Openly share** instructional strategies and materials.
- **Demonstrate Lessons/Arrange** for your new teacher to observe other teachers ' classes.
- **Provide professional support.** Beginning teachers need to be informed of school policies and procedures.
- **Provide personal support** by introducing new teachers to other faculty members.

- **Maintain a confidential relationship with the beginning teacher.** It is important that the beginning teacher is confident that the dialogue they have with their mentor is **safe and secure** and that they will get nurturing and supportive feedback from their mentor.
- **Serve as a liaison/resource** by exposing to a variety of perspectives and instructional practices.
- **Meet regularly** with the campus principal to discuss progress or concerns.
- **Complete** the New Teacher/Mentor Communication Log.
- **Conduct conferences** with your new teacher designed to **encourage, support, and guide.** (Note documentation on New Teacher/Mentor Communication Log)
- **Guide** your new teacher through the daily operation of the school.
- **Provide** a listening ear and welcoming shoulder.
- **Model professionalism, a positive attitude, and a love for children and teaching at all times.**
- **Develop your skills as a mentor teacher as well as a classroom teacher.**
- **Participate in a support process for maintaining mentor/mentee relationship.** If an unresolvable issue arises in the mentor/mentee relationship, the mentor will request to meet with the Principal and the mentee to reach a resolution to the issue. If no resolution is reached, the mentor will request to meet with the mentee, the Mentor Coordinator, and the Principal for further discussion to reach a resolution.

DESIRED ATTRIBUTES AND SKILLS:

- Desired Attributes and Skills Optimistic about teaching
- Effective communication skills
- Reflective practitioner that nurtures the same ability in the beginning teacher
- Commitment to be a lifelong learner
- Serves all students in a fair and equitable manner
- Ability to adapt instruction to meet the needs of students
- Dedication to collaboration in professional learning communities
- Uses both formative and summative assessments and uses data obtained from assessments to adapt instruction

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Mentor Signature Date

_____ _____

Campus Principal Signature Date

_____ _____

Assistant Supt. of Curr/Sp. Prog. Signature Date