**New Teacher Mentor Job Description**

The New Teacher Mentor is a classroom level coaching position designed to contribute to the capacity of novice instructional staff. The New Teacher Mentor reports to the Directors of Secondary and Elementary Education and works closely with the building principal and Curriculum Coordinator.

**Characteristics of the New Teacher Mentor:**

* Ability to build effective relationships with staff.
* Extensive, exemplary classroom experience.
* Understanding of the characteristics of an effective teacher.
* Exemplary classroom management skills.
* Demonstrates varied instructional strategies to enhance student engagement and learning.
* Exemplary collaboration skills.
* Understanding and/or use of current classroom instructional software applications used within the District.
* Ability to plan and execute training.
* Willingness to participate in ongoing professional learning including opportunities outside the District.
* Willingness to maintain flexible schedule in order to meet with teachers outside the regular school day.

**Job Duties:**

* Builds and develops a positive relationship with novice teachers by demonstrating a willingness to assist and support them.
* Assists the Curriculum Coordinator in the planning and implementation of professional development for novice teachers.
* Assists the Curriculum Coordinator to support ABCTE teachers in the completion of the requirements of interim certification, including three formal successful observations.
* Provides support for teachers in the use of effective classroom management, instructional strategies, instructional technology and software applications.
* Engages in coaching conversations to improve novice teachers’ reflective practices and effectiveness as a teacher.
* Participates in professional development opportunities to enhance knowledge and skills.
* Works in conjunction with the principal and District level administrators to support novice teachers.
* Maintains ongoing communication with building principals.
* Maintains a log of mentoring contacts with novice teachers and submits to the Curriculum Coordinator as requested.
* New Teacher Mentors are not part of the formal evaluative process conducted by school administration.