



Lompoc Unified School District  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
Fax: 805.735.8452

**Title: Site Mentor Teacher (SMT)**

**Reports to:** Site Administrator

**Purpose of Position:** Provides site-based expertise and support for new classroom teachers. Assists with site practices and procedures. Guides mentees in their transition to the school site.

**Essential Functions:**

- Guides mentee in establishing a functional, safe classroom environment;
- Assists in identifying site resources;
- When necessary, may model instructional and/or behavior management strategies;
- When necessary, may take mentee teacher(s) on classroom visits for identifying best practices;
- Creates and submits a calendar for mentee meetings, which occur at least monthly during the school year;
- Meets with mentee monthly, or more frequently if needed;
- Performs other duties as assigned;

**Knowledge of:**

- Recognized expertise in effective site leadership;
- District and school site policies and procedures;
- Interpersonal skills using tact, patience and courtesy;
- Rules and regulations of State and Federal Programs;
- CSTPs

**Selection Process:**

- Selection of the Site Mentor Teacher(s) will rest with the Principal.

**Ability to:**

- Serve diverse needs;
- Provide exemplary instructional leadership
- Communicate effectively both orally and in writing;
- Successfully schedule and collaborate with mentee;
- Plan and organize discussion topics;
- Meet schedules and time lines;
- Understand program goals and objectives;
- Establish and maintain cooperative and effective working relationships with staff;

**Working Conditions & Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Use strength to lift items needed to perform the functions of the job up to twenty-five (25) pounds;
- Sit, stand and walk for extended periods of time;

Site Mentor Teacher (continued)

- Speak and hear;
- Have the mobility to stand, stoop, reach and bend;
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision;
- Communicate effectively in English, using proper grammar and vocabulary;
- Reach with hands and arms and use hands and fingers to handle objects and operate equipment;
- As an itinerant teacher, will travel between and among school campuses to provide instruction.

**Environmental Demands:**

- Exposure to a variety of childhood and adult diseases and illnesses;
- Some exposure to a variety of weather conditions and noise levels;
- Exposure to a building and outdoor areas in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment;

**Licenses and Other Requirements:**

- Valid California Driver License
- Possession of a Bachelor's degree or higher and corresponding teaching credential authorizing teaching in California
- Five years teaching experience preferred

**FLSA Status: Exempt**

**Board Approved: May 14, 2019**