

**POSITION DESCRIPTION**

**TITLE: TEACHING AND LEARNING COORDINATOR - MENTOR**

**TYPE:** Licensed  
Exempt

**REPORTS TO:** Designated Administrator

**POSITION SUMMARY:**

The primary purpose of this position is the coordination of tasks necessary to successfully develop, implement, and maintain an effective multi-lingual/multi-cultural teaching and learning program at all schools in the District. Additional responsibilities involve assisting with monitoring the fidelity of the mentoring program implementation, and conducting training and staff development activities for support and professional staff.

**MINIMUM QUALIFICATIONS:**

1. Master’s Degree in Bilingual Education or a Related Field.
2. Background and Criminal History Clearance
3. Valid Oregon Teaching License with ESOL/Bilingual endorsement in Spanish or Russian as specified.
4. Four to five years successful classroom teaching experience, including sheltered English techniques, ESOL, and instruction in Spanish and/or Russian.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Knowledge of human growth and development at assigned instructional level(s).
10. Ability to effectively translate academic curriculum materials to and from English, Spanish, or Russian as applicable.
11. Training and knowledge in constructivist teaching methods, critical and culturally responsive pedagogy, and current educational laws relating to English Language Learners.
12. Training and knowledge of research and methods in English language development, first and second language acquisition, bilingual education, dual language, literacy development, and scaffolding and sheltering instruction.
13. Knowledge of effective student behavior management methods.
14. *Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.*

**ESSENTIAL FUNCTIONS:**

1. Forms mentoring partnerships with teachers who are new to the profession, new to the District or new to the program, herewith referred to as “new teachers.”
2. Supports new teachers in curriculum development, classroom management, instructional strategies, assessment and all areas of their professional development.
3. Works regularly with new teachers in the classroom to mentor and model effective teaching techniques.

4. Establishes regular communication with principals and teachers.
5. Collaborates with principals and instructional leaders on developing a coaching audience.
6. Collaborates with other Instructional Coaches and New Teacher Mentors to ensure alignment of vision, goals, and program implementation, and to design professional development for curricula and effective teaching and learning practices.
7. Participates in training and consultation with other Instructional Coaches and New Teacher Mentors and administrators concerning District Performance Standards and effective teaching and learning practices.
8. Analyzes formative and summative assessments and consults with students, parents, and staff regarding student program placement and level.
9. Conducts classroom and instruction observations to determine implementation of ELL plan, District K-12 Biliteracy Program, use of best practices, and overall need for further curriculum and professional development activities.
10. Coordinates instructional improvement and consulting efforts with beginning teacher mentors for consistent support to teachers new to the District.
11. Compiles, organizes, and monitors the use of multilingual, multicultural, ELL resource materials.
12. Maintains familiarity with current research in the field of bilingual/bicultural education.
13. Develops and submits reports as required by supervisor.
14. Follows all safety rules.
15. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
16. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
17. Assists parents and community members as needed.
18. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
19. Complies with professional development activities as required by the District.
20. Actively seeks out and participates in professional development activities designed to improve professional competence.
21. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
22. Holds expectations for high performance of self, staff, and students.
23. Assesses results of performance for improvement on a regular basis.
24. Demonstrates computer literacy and operates software programs as related to job responsibilities.
25. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
26. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
27. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
28. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
29. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIREMENTS:**

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 201 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date