



## NEW MENTOR TEACHER

**POSITION SUMMARY:** The mission of the District Mentor is to provide a comprehensive and systematic process of providing meaningful ongoing assistance to newly hired teachers in education with zero to two years teaching experience as well as provide ongoing training and support for district substitute teachers.

### MINIMUM QUALIFICATIONS

#### Education, Training, Experience, Licensure and Certification

- Appropriate, valid Oregon teaching certificate
- Master's Degree
- Minimum of five years teaching experience at the elementary and/or secondary level (secondary teaching preferred but not required)
- Adeptness as a building teacher-leader and a professional development facilitator
- Strong interpersonal skills
- Experience in mentoring and coaching others
- Criminal Justice fingerprint clearance

#### SPECIAL KNOWLEDGE/SKILLS IN:

- Reflective conversations
- Coaching stances (directive, facilitative, transformational)
- Skills in successfully teaching, planning, developing and implementing appropriate curriculum and assisting teacher in realizing success
- Effective interpersonal communication
- Working collaboratively
- Listening with compassion and empathy
- Communicating openly, honestly and sensitively
- Building rapport and trusting relationships
- Clearly explaining thinking and decision-making regarding classroom practices
- Managing conflict effectively
- Knowing and implementing research based content pedagogy and best practices
- Professional teaching standards
- Demonstrating cultural competence working with diverse populations
- Assessment Literate (knows various types of assessments, purposes and how to use)
- Ability to plan differentiated lessons tied to the CCSS
- Knowledge and experience with Professional Learning Teams
- Ability to perform a variety of specialized tasks, maintain records, meet schedules and deadlines

## **MAJOR RESPONSIBILITIES AND DUTIES:**

*The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.*

- Co-plan & co-teach with mentees
- Model/demonstrate lessons
- Guide through lesson planning, analyzing student achievement data, working with strategic small groups
- Facilitate the requirements for the GBSD Mentoring Program:
  - Weekly 1:1 meeting with mentees
  - Plan and facilitate monthly New Educator Academy (NEA)
  - Classroom observations and feedback with reflective conversations
- Communicate with building administrators about mentee activities while respecting confidentiality
- Organize visitations and observations
- Demonstrate a professional and positive attitude when carrying out responsibilities
- Meet the state standards for competent and ethical performance
- Collaborate with instructional and MTSS coaches, TOSAs to support mentee in learning curriculum and systems
- Collaboratively examine classroom systems, instruction and curriculum through an equity, inclusion and culturally responsive lens
- Participate in regular meetings with building substitutes
- Provide ongoing and in the moment training for building substitutes
- Cultivate and model a respectful working and learning environment

## **PHYSICAL REQUIREMENTS:**

- Moderate degree of physical stamina
- Ability to move freely to various locations
- Frequent standing, walking, sitting, and bending
- Exposure to noise and activity of a school setting
- Bending, stooping, kneeling and lifting up to 50 pounds may also be required on occasion

## **WORKPLACE EXPECTATIONS:**

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed
- Maintaining appropriate confidentiality regarding information relating to students, staff, and district operations
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications only as related to the position
- Participate in required meetings and trainings related to the position
- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be requested

*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.*

*I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district HR Department regarding the requested accommodation(s).*

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**Employee Name (Print)**

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**Employee Signature**

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**Date**

*Job Description: New Teacher Mentor*  
*ddj:clm*

*5/23/2022*