#### MIDWESTERN INTERMEDIATE UNIT IV

TITLE:	Coach/Mentor	Itinerant	DATE:	May 20, 2009
			<b>REVISED:</b>	August 13, 2014

- **REPORTS TO:**Director of Curriculum**APPROVED BY:** Board of DirectorsInstruction and Assessment
- JOB SUMMARY: The mentor is responsible for planning, facilitating, and implementing centralized and school-based professional learning that impacts classroom instruction and student outcomes for coaches and administrators. During site team visits, the mentor meets with the coaches and school's leadership team individually and in groups to collectively problem solve and develop yearly action plans for school reform and improved student achievement. Mentors work one-on-one with coaches to implement best instructional practices, increase student engagement, build teacher capacity, and raise the level of student achievement. Mentors will assist with the implementation of study groups, cross-district visitations, regional and statewide networking opportunities, and other professional learning activities facilitated by coaches and administrators.

## PRIMARY DUTIES AND RESPONSIBILITES:

- 1. Provide evidence of program management and organizational skills.
- 2. Demonstrate skills in problem solving, listening, collaboration, and diplomacy.
- Possess excellent oral and listening skills, written communications, and interpersonal skills with the ability to communicate with a variety of audiences including teachers, administrators, school boards, and parents.
- Demonstrate working knowledge of the Pennsylvania Standards Aligned Systems, academic standards, assessment anchors and 21<sup>st</sup> century skills.
- 5. Provide evidence of implementing best instructional practices resulting in improved student achievement including integration of technology skills tools that impacts student learning and teacher learning tools.
- 6. Demonstrate skills in collecting, organizing, and analyzing information, including data to inform instructional decisions.
- 7. Possess experience planning and facilitating professional learning opportunities.
- 8. Demonstrate ability to facilitate, manage, and direct the high school reform process.
- 9. Perform all other duties as assigned by the Director of Curriculum, Instruction and Assessment.

### QUALIFICATIONS:

- A valid Pennsylvania Level II teaching certificate in the appropriate content area (or the equivalent from another state) required
- Minimum five (5) years teaching experience at the high school level
- Minimum: Master's Degree in Education or an academic content area
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Must have valid driver's license

- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

### PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, fell and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

## SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

# WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

#### **TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

### COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

### SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)