

Building Mentor

DEPARTMENT:	Schools	REPORTS TO:	Principal
WORK SCHEDULE:	Seasonal	COMPENSATION:	Annual Stipend
FULL/PART TIME:	Part Time	FLSA STATUS:	Exempt

Position Description

Building mentors play a pivotal role in guiding and supporting a team of four or more teacher mentors to ensure educators' effective development and growth. They offer guidance and support to fellow mentor teachers, providing valuable insights and resources to enhance their mentorship skills. By demonstrating the PLC process and effective mentorship strategies, they empower mentor teachers to build strong relationships, provide constructive feedback, and nurture reflective practice among mentees. Through clear communication channels, collaboration with school leadership, and ongoing professional development opportunities, they ensure that mentorship efforts are aligned with organizational goals and contribute to mentors' and mentees' growth and success.

Task Title	Essential Job Functions	Percent of Time Spent
Mentorship	<ul style="list-style-type: none"> ● Attend the New Teacher Induction luncheon and activities. ● Provide guidance and support to a team of teacher mentors, offering insights, feedback, and resources to enhance their mentorship skills. ● Coordinate times for informal, supportive observations with teacher mentors and facilitate learning walks in your building. ● Create a supportive and collaborative environment where teacher mentors feel comfortable seeking advice and sharing challenges. ● Model the PLC process. ● Model effective mentorship practices and strategies, demonstrating techniques for building rapport, providing constructive feedback, and fostering reflective practice. ● Collaborate with mentor teachers to address challenges, celebrate successes, and refine mentorship approaches tailored to the needs of individual mentees. ● Demonstrate knowledge and alignment with the district strategic plan. 	25%

Task Title	Essential Job Functions	Percent of Time Spent
Communication	<ul style="list-style-type: none"> ● Facilitate clear and open communication channels between mentor teachers, school leadership, administrators, and other stakeholders. ● Serve as a central point of contact for disseminating information, coordinating meetings, and aligning mentorship efforts with organizational goals and priorities. ● Foster a culture of collaboration and teamwork among mentor teachers, encouraging the sharing of best practices, resources, and insights. 	25%
Planning and Meeting Facilitation	<ul style="list-style-type: none"> ● Coordinate planning efforts among mentor teachers, assisting in developing mentorship plans, goals, and action steps. ● Organize and facilitate regular meetings and professional development opportunities for mentor teachers to discuss progress, share updates, and collaborate on initiatives. ● Provide support and guidance to mentor teachers in planning and implementing effective mentorship activities aligned with the needs of mentees and the goals of the school or district. ● Develop a plan to complete the building mentor responsibilities checklist. 	35%
Professional Development	<ul style="list-style-type: none"> ● Collaborate with school leadership and district facilitators to design and deliver professional development opportunities tailored to the needs of mentor teachers. ● Stay informed about current research, trends, and best practices in mentorship and teacher development, and share relevant resources and insights with mentor teachers. ● Support mentor teachers in identifying and accessing additional professional learning opportunities to enhance their mentorship skills and expertise. 	15%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.

- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- Valid Missouri driver's license

Preferred

- **Education:** Bachelor's degree in education, engineering, computer science, or related field, from an accredited institution
- **Licensure:** Missouri teaching license
- **Previous Work-Related Experience:** 1–3 years teaching or mentoring

Knowledge & Skills

Knowledge

- **Basic:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Administrative: Administrative and office procedures, functions and basic office tasks.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Advanced:**
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Electrical and Mechanical Engineering: Materials, methods, and the tools involved in the construction or repair of robotics equipment.
- **Expert:**
 - Computers/IT: Electronic equipment, robots, and computer hardware and software, including applications and programming.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Instructing, Service orientation, Social perceptiveness, Speaking, Systems analysis, Time management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active learning, Active listening, Complex problem solving, Coordination, Critical thinking, Judgment and decision making, Learning strategies, Management of material resources, Mathematics, Monitoring, Operation monitoring, Persuasion, Programming, Reading comprehension, Science, Technology design, Troubleshooting

- **Occasionally (Up to 2.5 hours or 32% of the day):** Equipment maintenance, Equipment selection, Installation, Operation and control, Operations analysis, Quality control analysis, Repairing, Systems evaluation
- **Rarely (Less than 1 hour or 12% of the day):** Management of personnel resources, Negotiation, Writing

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Color Vision, Finger Dexterity, Hearing, Repetitive Motion, Walking
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Carrying/Lifting, Crawling, Crouching/Kneeling, Reaching
- **Rarely (Less than 1 hour or 12% of the day):** Multi-limb Coordination, Pulling/Pushing

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024