

WALL TOWNSHIP PUBLIC SCHOOLS

TITLE: MENTOR TEACHER

REPORTS TO: Supervisor or Building Principal

QUALIFICATIONS:

1. Minimum of three years teaching experience
2. Assignment to the same building/same content area as the novice teacher

JOB GOAL: To provide support and guidance to the novice teacher in the first year of employment

PERFORMANCE RESPONSIBILITIES:

1. Complete the mentor contract.
2. Establish a collegial relationship with the novice teacher.
3. Visit the classroom of the novice teacher once per week during the first marking period.
4. Visit the classroom of the novice teacher every other week during the second and third marking periods.
5. Visit the classroom of the novice teacher as needed during the fourth marking period.
6. Meet with the novice teacher to provide feedback concerning the classroom observations.
7. Attend the district mentor training.
8. Attend all mentor/novice teacher meetings.
9. Meet with the supervisor or building principal.
10. Provide input for the formative and summative state reports.
11. Communicate with the novice teacher regarding building or district initiatives and routine tasks.
12. Discuss grade level/department expectations concerning curriculum and scope and sequence.
13. Familiarize the novice teacher with the building code of conduct and procedures for addressing disciplinary infractions.
14. Guide the novice teacher through preparations for parent conferences and provide guidelines for all interactions with parents.

TERMS OF EMPLOYMENT: Mentoring fee determined by the NJDOE

EVALUATION: Annual in accordance with Board policy

APPROVED: July 8, 2008