

TITLE: MENTOR

QUALIFICATIONS: Valid Certification
Excellent performance evaluation preferred

REPORTS TO: Director of Curriculum/Building Principal

SUPERVISES: New Staff Member

JOB GOAL: To provide daily support, advice, coaching and counsel to a new staff member, helping him or her to have a successful first year in the school and wider community.

PERFORMANCE RESPONSIBILITIES:

1. To be available for work days before the start of the school year.
2. To serve as a professional role model.
3. To assist the new staff member in understanding and meeting the responsibilities of the profession.
4. To assist the new staff member in becoming familiar with all district policies and procedures.
5. To assist the new staff member in learning the values of the communities we serve.
6. To meet formally and informally with the new staff member and administrator on a regular basis throughout the school year and foster productive conversations about teaching and learning.
7. To observe the new staff member in an instructional atmosphere.
8. To acquaint the new staff member with other staff members and resources, that can provide direction and support.
9. To assist the new staff member in developing and maintaining an effective classroom management plan (as applicable).
10. To offer suggestions regarding best practice in teaching methods and instructional strategies.
11. To prepare and guide the new staff member through the formal professional evaluation process.
12. To assist the new staff member with the deadlines and paperwork needed to successfully navigate through student growth requirements.
13. To support the new staff member to grow as a professional educator by using/finding appropriate professional development trainings.
14. To complete the checklists, observations, meetings, and other obligations with integrity and fidelity.
15. To participate in a year-end evaluation of the program.

TERMS OF EMPLOYMENT: The responsibilities will extend beyond the regular school day and school year. A stipend will be received as per the Teachers' Negotiated Agreement.

EVALUATION: The performance will be assessed by the Director of Curriculum