

# **Job Description Teacher Mentor**

## **Valdez City School District**

**Reports to:** Director of Teaching and Learning and Building Principal

### **Qualifications:**

1. Possess an Alaska Type A Teaching Certificate
2. Completion of at least eight years teaching experience total and valid Alaska Teaching Certificate and currently employed by VCSD.
3. Possess excellent organization, interpersonal and communication skills
4. Possess excellent past teacher evaluations self-directed and flexible
5. Teacher mentors must possess specific certification in the content area of specialty. Ex. To mentor a science teacher must have a science endorsement.
6. Agree to take a course work on mentoring/coaching provided from the school district.
7. Experience developing and meeting personal and professional goals
8. Deep understanding of district and building policies and procedures
9. Experience running meetings with parents, students and other staff members
10. Past success in maintaining and completing all procedures and paperwork the most efficient and effective way possible

### **Responsibilities:**

1. Help the mentee develop professional goals and review these during and at the end of the school year be available during work hours to answer any question the new employee being mentored may ask.
2. Help guide the mentee through all procedures and paperwork showing them the most efficient and effective ways to complete what is required.
3. Help mentee make deadlines and remind them about meetings.
4. Peer coach in the mentee's classroom at least once/quarter, more/(or less if the mentee is not a new teacher) when agreed upon by the building administrator, mentee and mentor. *(That means having a substitute in the mentor's classroom for the day/period of peer coaching.)*
5. Meet with mentees during collaboration and work on areas that may need improvement.
6. Help advise mentee on any student, parent or colleague issues that may arise.
7. Meet with the building administrator and mentee to discuss the mentee's progress during their first year at VCSD (These meetings may be initiated by the administrator, the mentor, or the mentee.)
8. Help mentee align instruction to curriculum
9. Assist mentee to know how to use data to inform instruction
10. Assist mentee to develop classroom management skills
11. Occasionally model lessons in the mentee's classroom
12. Meet with the Director of Teaching and Learning 3-4 times per year to receive training, information, collaborate with other mentors, etc.
13. Assist mentee with either early career mentoring and/or transitional mentoring.
14. Perform any other duties or responsibilities related to this position as needed or directed by the district administration.

**A \$1500 mentor stipend will be awarded to the mentor at the completion of the school year for their service.**

Revised 9-00-25

## Meeting Documentation

**Name of Mentor/Coach:**

**Name of Mentee:**

**Activity or meeting purpose dates of meeting/activity**

Helped develop professional goals	
Review professional goals	
Help with procedures and paperwork	
Deadline/meeting reminders	
In class Peer Coaching	
Collaboration meetings	
Meetings on student, parent or colleague issues	
Progress meetings with building administrator/director and mentee	
Answering questions	

(Submit to the Director of Teaching and Learning at the end of each semester or more often if requested.)

**Date received:**

**Signature of Director of Teaching and Learning:**