



Fremont Union High School District

Position: Lead Mentor for New Teacher Induction

Department/Site:	FUHSD	Compensation:	Based on Salary Sched. Placement
Reports to/ Evaluated by:	Director of Leadership Development		

Summary of Basic Functions & Responsibilities

The primary responsibility of this role is to manage and oversee the new teacher mentor program, ensuring that all newly hired teachers are receiving high-quality mentorship and support. This includes leading a team of mentors to serve a caseload of General Ed and Special Ed teachers participating in the induction program, as well as interns, long-term subs, and veteran teachers who are new to the district/school. In addition to managing the mentor team, the Lead New Teacher Mentor will also be responsible for developing and implementing a professional development program that enhances the newly hired teachers' engagement with veteran colleagues and success in the district. Finally, the Lead Mentor is responsible for maintaining records and preparing documentation for the Induction Program to maintain accreditation and active status of the Induction Program with the California Commission on Teacher Credentialing (CTC). Lead Mentors are hired for a 3-year term and may re-apply for multiple terms in a row. However, after three years of 100% release from classroom instruction, Lead Mentors must teach at least one class for the next three year term.

Essential Duties & Responsibilities

A Teacher in this role will:

- Lead and Manage Mentor Team (.2 FTE)
- Support the State-Accredited Induction Program (.2 FTE)
- Manage a caseload of 4-8 teachers (.4-.6 FTE)

Qualifications

Experience: at least two years serving as New Teacher Mentor in Fremont Union High School District

- Commitment to the FUHSD Belief Statements about Teaching and Learning
- Experience with 1:1 coaching in a classroom or other professional setting.
- Experience in leading professional collaborations focused on classroom practice and improving student learning
- Knowledge of the characteristics of effective professional development
- Experience developing and leading professional development workshops (desired)
- Experience with accreditation reporting and hosting site visits (e.g. WASC lead) (preferred)

Education, Licenses & Certificates:

- **California Credential:** A Clear California Single-Subject teaching credential

Lead Mentor for new Teacher Induction Job Description

Approved by FUHSD School Board on 01-13-2026

- **Education:** BA or BS degree

Working Conditions:

- Environment: Indoor, classroom setting. Work is performed in a classroom with continuing disruptions and distractions requiring pausing and restarting often to work with students and other staff members

Physical Abilities:

- Must be able to function in a school environment
- Requires auditory ability to carry on conversations in person

Lead Mentor for new Teacher Induction Job Description

Approved by FUHSD School Board on 01-13-2026