



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Teacher Mentor
Department / Location:	Teaching & Learning / School Building
Reports to:	Director of Teaching and Learning
Employees Supervised:	None
Classification:	School year
Status:	Exempt
Created / Revised:	September 5, 2025
Board Approved:	April 20, 2026

Position Summary

The Teacher Mentor will form a partnership with new to the profession teachers and assist them in curriculum development, classroom management, Educator Effectiveness, instructional strategies, assessment and all aspects of their professional development.

Essential Functions and Responsibilities

1. Complete 6-8 formal coaching cycles per school year per teacher using formative assessment tools
 - a. Pre-observation conference
 - b. Observation and data gathering
 - c. Post-observation conference and action plan
2. Provide additional classroom support
3. Build a respectful and confidential relationship with new teachers
4. Observe veteran teacher(s) with each new teacher
5. Attend agreed upon district in-services and maintain knowledge of district and building initiatives
6. Schedule initial meeting with building principals and additional meetings as needed
7. Connect with each new teacher's department or grade-level leader
8. Design and present new teacher seminars to meet unique needs as needed
9. Maintain a log of meetings and observations that tracks and documents allocation of time.
10. Provide new teachers with a checklist of educational support options that are available

11. Provide new teachers with support in developing their yearly goals through the Educator Effectiveness process.
12. Collaborate with building coaches and principals to provide a team of support for new teachers.
13. Work with building-level Teacher Advisors as needed

Knowledge, Skills and Abilities

1. Strong verbal and written communication skills.
2. Ability to build and maintain positive relationships with all stakeholders.
3. Skilled in active listening and empathy to support teachers, particularly in conflict resolution and when working with diverse perspectives.'

Working Conditions

1. Indoor office environment with continuous contact with staff, students, and the public.

Physical Requirements

1. Mobility to visit classrooms and attend meetings.
2. Ability to remain stationary for extended periods.
3. Proficiency in operating office technology.
4. Effective verbal and written communication skills.
5. Observation and feedback provision in classroom settings.

Education and Experience

1. Minimum of 5 years teaching experience with excellent performance in the Wisconsin Teacher Standards as evidenced by exemplary performance evaluations
2. Trained in Instructional Mentoring preferred; will provide required training
3. Additional training desired (e.g., cooperating teacher, coaching, behavior management)
4. Communicates effectively with adult learners and develops respectful and confidential relationships
5. Master's degree in Education or a related field preferred.
6. Training or experience in peer coaching or instructional mentoring preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction Teaching License in the assigned grade range.
2. Administrative license preferred.
3. Valid Wisconsin Driver's License.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.