MENTOR TEACHER (SYSTEMWIDE)

Purpose Statement
The job of Mentor Teacher (System wide) was established for the purpose/s of serving as a master teacher assigned to a group of new teachers to contact, observe, coach and mentor on a regular basis; providing information to others; and implementing and maintaining services within established guidelines and standards. The system-wide mentors meet as a team weekly for a facilitated discussion on common problems beginning teachers are facing and to seek advice and assistance of other advisors to design appropriate intervention strategies.

This job reports to Professional Development Director

Essential Functions
• Assesses skills and needs (both initially and ongoing) of teachers new to Williamson County Schools and/or to the profession for the purpose of ensuring appropriate assistance and strategies for identified mentoring activities.

• Builds relationships with new teachers in the district for the purpose of establishing an environment of trust and collaboration and providing emotional support.

• Coaches and assists new teachers with teaching strategies, lesson planning, classroom management and identification of curriculum resources for the purpose of improving instruction and helping new teachers become successful.

• Collaborates with other system-wide mentors, curriculum specialists and instructional coaches for the purpose of constructing exemplary lessons; identifying professional development needs of WCS staff; and planning and coordinating professional development opportunities linked to changes in curriculum, teacher needs, and job competencies.

• Models professionalism at all times for the purpose of demonstrating expected behaviors and actions of master teachers.

• Orient new teachers to system-wide mentor program (e.g. responsibilities, schedules, policies with regard to involvement with students, etc.) for the purpose of providing teachers with information regarding program objectives, identifying training needs and reviewing functions of mentor.

• Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

• Prepares and maintains a variety of manual and electronic files and/or records (e.g. mentor files, etc.) for the purpose of demonstrating program benefits, providing up-to-date reference and complying with regulatory requirements and established guidelines.

• Prepares a variety of written materials (e.g. newsletters, brochures, lesson plans, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Prepares lesson plans on a variety of subject matter, models and teaches lessons for the purpose of demonstrating best practices in instruction, planning and classroom management.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- analyzing, effective listening, facilitating meetings, guiding others, leadership, monitoring activities, planning, training adult learners, instructional techniques and best practices.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- codes/laws/rules/regulations/policies, curriculum and instructional methods, English grammar/punctuation/spelling/vocabulary, instructional media/equipment, and office equipment/software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; and use job-related equipment. Flexibility is required to and operate equipment using defined methods. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- adaptability/flexibility, communication with persons of diverse backgrounds/knowledge/skills, confidentiality, innovation, leadership and direction, motivating others, taking initiative, and teamwork.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience  Job related experience with increasing levels of responsibility is required.

Education  Master's degree in job related area.

Equivalency  At least three years teaching experience with increasing levels of responsibility and demonstrated leadership traits as a master teacher.

Required Testing  None Specified

Continuing Educ. / Training  Maintain Licensure

Certificates & Licenses  Teachers Certification (Master's Preferred), Driver's License and Three Years' experience as an educator with WCS preferred

Clearances  Criminal Justice Fingerprint/Background Clearance

FLSA Status  Exempt

Approval Date  

Salary Grade  

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