

**Bend-La Pine Public Schools
Deschutes County
Bend, OR 97701**

Position Title: MENTOR TEACHER COORDINATOR
Department: Site
Reports To: Teaching and Learning

JOB DEFINITION:

The Mentor Teacher Coordinator will design and implement the key components of the Mentor Program. The Mentor Teacher Coordinator will support and facilitate the district's work in professional learning, continuous school improvement, teacher effectiveness, and increased student achievement. It is understood these efforts require additional hours outside the contracted workday.

QUALIFICATIONS / CERTIFICATIONS:

- Must be on contract status with the district and have a minimum of five years of successful teaching experience.
- Is committed to students and their learning.
- Has demonstrated the ability to manage and monitor students' learning.
- Knows how to teach content- or grade-level knowledge and skills to students.
- Thinks systematically about one's own practice and learn from experience.
- Is knowledgeable of and committed to implementing culturally responsive practices
- Is a member of a professional learning community
- Is considered an exemplary teacher by the supervisor and colleagues.
- Ability to lead school improvement efforts that produce achievement results
- Strong communication skills that establish positive, collaborative working relationship with and among students, staff, parents and the community

RESPONSIBILITIES:

1. Communicates to the Mentor Teachers and the district about the Mentor Program.
2. Coordinates pairing New Teachers with Mentor Teachers.
3. Monitors schedules and required work of the Mentor Teachers.
4. Refines the Mentor Program Handbook.
5. Provides initial and ongoing training for Mentor Teachers.
6. Plans ongoing trainings for New Teachers.
7. Models qualities of an exemplary Mentor Teacher.
8. Gathers and analyzes the program's evaluations and data from New Teachers, Mentor Teachers and Building Administrators.

TERM OF EMPLOYMENT:

2016-2017 school year

STIPEND:

\$5,000 + 12 days pay at per diem rate

Mentor Program

Mentor Teacher Job Description

Position Title: MENTOR TEACHER
Department: NA
Reports To: Mentor Program Coordinator (Project Director)

JOB DEFINITION:

Mentor Teachers will be matched with 6-16 beginning teachers (New Teachers) who are in their first or second year as teachers. Mentor Teachers will support and facilitate the region's work in professional learning, continuous school improvement, teacher effectiveness, cultural responsiveness and increased student achievement.

QUALIFICATIONS / CERTIFICATIONS:

- Must be on contract status with the district and have a minimum of five years of successful teaching experience.
- Is committed to students and their learning.
- Has demonstrated the ability to manage and monitor students' learning.
- Knows how to teach content- or grade-level knowledge and skills to students.
- Is knowledgeable of and committed to implementing culturally responsive practices.
- Thinks systematically about one's own practice and learn from experience.
- Is a member of a professional learning community.
- Is considered an exemplary teacher by the supervisor and colleagues.

EFFECTIVE INTERPERSONAL COMMUNICATION

- Works collaboratively, builds rapport and trusting relationships
- Listens with compassion and empathy, manages conflict effectively
- Communicates openly, honestly and sensitively, respects confidentiality
- Can clearly explain thinking and decision-making regarding classroom practices

RESPONSIBILITIES:

1. Log approximately 75-120 hours of work with each New Teacher or in the other responsibilities related to the position.
2. Participate in the mentor training program and attend network meetings.
3. Orient the New Teacher to district policies, procedures and expectations.
4. Provide instructional materials and direct to resources.
5. Observe the New Teacher's classroom and/or review videotaped lessons to provide feedback, coaching and support, but not to evaluate.
6. Observe and perform demonstration lessons for the New Teacher.
7. Be accessible for on-going informal support and consultation.
8. Maintain a record/log of activities related to mentoring the New Teacher.
9. Support the New Teacher in meeting the growth cycle for evaluation.
10. Model best practices in teaching and learning, active collaboration, and professional behavior.
11. Perform other responsibilities and duties as required by the position or as directed by the principal.

TERM OF EMPLOYMENT:

2017-18 school year, Partial-release or full-release position