

K-12 District Mentor

Job Description and Qualifications

Major Job Responsibility: To provide a comprehensive and systematic process of providing meaningful ongoing assistance to 1st and 2nd year teachers

Professional Qualities and Characteristics

- Believes and demonstrates:
 - everyone has the capacity and desire for growth
 - a passion for and commitment to the future of education
 - setting high expectations for self and others
 - support for complex/building goals and initiatives
 - openness to multiple approaches to teaching and learning
 - he/she can effect change, own issues, take initiative and follow through with responsibilities
- Is reflective and coachable
- Is respected by peers and leaders for professional knowledge and skills
- Identifies needs and manages time well; prioritizes effectively in an unstructured environment and is able to plan and respond to immediate needs
- Analyzes to clarify needs, recognize strengths and identify resources

Effective Classroom Practice

- Demonstrated knowledge and implementation of research-based content & pedagogy in classroom instruction
- Knows and uses state/local learning goals, professional teaching standards, and assessments
- Knows and is responsive to the unique needs of students, parents, and the community (cultural competence)
- Holds a professional certificate and has documented 5 or more years of successful, contracted classroom teaching experience
- Demonstrated experience providing professional development along with building level leadership

Effective Interpersonal Communication

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

Performance Responsibilities

1. Complete state required mentor training program
2. Help plan and deliver ongoing beginning teacher professional development, including August New Teacher Orientation
3. Provide 75-90 hours of support to each assigned mentee
4. Maintain record/log of contact time and activities
5. Use required NTC Formative Assessment Tools
6. Communicate with building principals
7. Model/demonstrate effective classroom instruction

Anticipated Application Procedures for Current District Employees

Letter of interest

- ★ 3 letters of recommendation from those who have observed your teaching and/or from a colleague you have supported
- ★ Video of a whole class lesson
- ★ Minimum 1 page reflection on your teaching video

Anticipated Timeline:

- ★ Applications will likely not be open until late August when we find out if we will receive the ODE Mentor Grant
- ★ If you apply, you should NOT make any plans for the last 2 weeks in August in order to be available to Mentor Academy 1 and New Teacher Orientation.