
Appendix C: K-12 District Mentor Job Description

Major Job Responsibility: To provide a comprehensive and systematic process of providing meaningful ongoing assistance to newly-hired educators and identified second 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

- Knows and implements research-based content pedagogy
- 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 successful, contracted teaching and experience
- Has 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

Appendix D: Mentor Evaluation Rubric