

SOESD K-12 Teacher Mentor

Job Description

Mentors provide a comprehensive and systematic process of meaningful ongoing assistance to newly-hired educators and identified second year teachers. The Oregon Mentoring Program supports a vision of induction and mentoring that increases retention, improves instructional practice and increases student learning and growth. Mentoring in Oregon (and this job description) is based on NTC's six professional mentor standards:

“Engage, support and advance the professional learning of each teacher; create and maintain collaborative and professional partnerships to support teacher growth; utilize knowledge of student content standards, teaching pedagogy, and professional teaching standards; design and facilitate professional development for teachers; utilize assessment to promote teacher learning and development; and develop as a professional leader to advance mentoring in the profession.”

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
- Is reflective and coachable
- Is respected by peers and leaders for professional knowledge and skills

Effective Classroom Practice

- Knows and implements research based content pedagogy and instructional strategies
- Knows and uses Common Core State Standards, professional teaching standards, and assessments
- Knows and is responsive to the diverse needs of students, parents, and the community (cultural competence)
- Holds a professional certificate and has documented, successful, contracted teaching and experience
- Knows and uses procedures and routines that support success for diverse learners
- Uses data in examining and improving classroom practice
- Uses data to examine factors affecting student success and achievement (equity)

Effective Interpersonal Communication

- Works collaborative (peers, families, community)
- Listens with compassion and empathy that creates an environment of trust
- Communicates openly, honestly and sensitively
- Builds rapport and trusting relationships (peers, families, community)
- Respects confidentiality
- Can clearly explain thinking and decision-making regarding classroom practices
- Manages conflict effectively
- Able to inspire reflective thinking using reflective conversational skills

Team Leadership

- Has experience providing professional development along with building level leadership
- Builds on prior knowledge, background, interests, experiences and needs to develop professional development activities
- Designs professional development that is engaging and uses best practices for training adult learners
- Promotes collaboration and reflection when designing professional development for adult learners
- Uses research-based strategies to differentiate professional development of teachers

Management/Organizational Skill

- Knows how to effect change, own issues, take initiative and follow through with responsibilities
- 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

Sample Activities Coordinated/Provided by Teacher Mentors

➤ Team teaching and modeling/demonstrating	➤ Attending select administrator meetings
➤ Providing teacher tips	➤ Working with site administrators
➤ Providing training on how to work through lesson planning, work with special populations, and work with special topics	➤ Training mentees using reflective conversations/teaching
➤ Providing training during orientation	➤ Meeting with District specialists
➤ Planning new hire orientation	➤ Organizing visitations and observations
➤ Planning teacher workshops	➤ Assisting during personal crises of new hires
➤ Providing training during mentor meetings	➤ Conducting needs assessment