

Administrative Mentor Job Description

Administrative mentors provide a comprehensive and systematic process of meaningful ongoing assistance to newly-hired site administrators and superintendents. The Oregon Mentoring Program supports a vision of induction and administrative mentoring that increases effective school leadership – what leaders know and do to help teachers and their students achieve success. Administrative mentoring in Oregon (and this job description) is based on NTC’s six administrative standards:

“Design and implement a vision of academic success for all students based on high standards; create and maintain a climate that ensures a safe cooperative and productive learning environment for students and staff; cultivate leadership in others so that teachers and all stakeholders work toward actualizing the school’s vision; improve instruction to enable teachers to teach at their best and students to learn at their highest potential; and demonstrate professionalism, integrity, and ethical conduct.”

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
 - openness to multiple approaches to teaching and learning
- Is reflective and coachable
- Is respected by peers and leaders for professional knowledge and skills
- Successful teaching and administrative experience as an instructional leader
- Knowledge of Oregon Education Standards and effective instructional practices
- Ability to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief

Effective Administrator Practices

- Understands effective leadership and instructional practices which lead to high levels of student engagement and achievement
- Experience collaborating with staff and stakeholders to analyze formative and summative data on student achievement
- Experience engaging staff and stakeholders in dialogue and decision making regarding improvement plans
- Experience advocating for advancing equitable, appropriate and effective learning opportunities for all students
- Knows and uses computer technologies to enhance instruction and manage building functions
- Experience with teacher evaluation systems

Effective Interpersonal Communication

- Strong interpersonal and communication skills with students, staff, parents and diverse populations within the community
- Experience in cultivating meaningful partnerships with families and community members
- Ability to develop talent and leadership skills in others, provide critical feedback
- Maintains high standards for one's self and the organization
- Committed to principles of trust, teamwork, accessibility, problem solving and collaboration
- Ability to establish effective working relationships and interact successfully with diverse instructional, support services and administrative staff
- Ability to assist others in resolving conflicts

Administrative Leadership

- Experience with effective models for site-based professional development, innovative programs, and professional learning teams
- Experience in leading school improvement efforts using school-based or district-based data points
- Understands the change process and its relationship to current trends in education
- Knows how to motivate, develop and support a diverse staff to encourage continuous improvement
- Committed to hiring of culturally and linguistically diverse educators that reflect the demographics of the organization
- Experience designing programs to assist others in meeting organizational goals
- Experience making clear, persuasive, and engaging presentations to groups

Management/Organizational Skills

- Knows how to effect change, own issues, take initiative and follow through with responsibilities
- Experience identifying needs and managing time well
- Experience prioritizing effectively in an unstructured environment and is able to plan and respond to immediate needs
- Experience analyzing to clarify needs, recognize strengths and identify resources
- Experience planning, scheduling and allocating resources (budget preparation, fiscal management)