

**GODDARD USD 265
CERTIFIED JOB DESCRIPTION**

POSITION:	Mentor
RESPONSIBLE TO:	Building Principal
EVALUATED BY:	Building Administration
TERMS OF EMPLOYMENT:	Stipend -- Mentoring Teacher
JOB DESCRIPTION:	To provide leadership to teachers who are new to the district. Assist new teachers in their transition into the district by providing a trusted relationship, informal training, direction, advice, and support.

ESSENTIAL DUTIES AND EXPECTATIONS

1. Attend a training session designed to help the mentor teacher understand their role as a mentor/coach for a teacher new to the district.
2. Attend half day sessions on those days when the new teachers report to the district at the beginning of the school year.
3. Conduct site based orientation sessions with the new teacher during the in-service days prior to the start of the instructional year. Provide information on the day-to-day routines and procedures of the school.
4. Meet with the building principal to review the **Principal's / Mentor Checklist** and the **First-Year Planner**. Insure that the new teacher knows what they are responsible for doing and what the mentor is responsible for doing. Meet with the building principal to review the **Principal's / Mentor Checklist** to determine who will be responsible for what assignments in working with the new teacher.
5. View the different tapes in the Harry Wong Publications *The Effective Teacher* and document dates. Conduct a session with the new teacher after they have viewed each of the tapes.
6. Conduct a session with the new teacher to discuss the **Principal's/ Mentor Checklist** and the **First-Year Planner**. Let the new teacher know what they are responsible for doing and what the mentor is responsible for doing.
7. Attend a group session with your new teacher once each semester.
8. Observe the new teacher in their classroom during the instructional day and demonstrate / coach them on instructional strategies or curriculum. The mentor will have a substitute for a half day first semester to accomplish this task.
9. The mentor will provide the following information related to the process of working with the new teacher:

- a. A log of the collaborative time, including the time spent observing and coaching.
(Due in December and May)
 - b. An end-of-year survey.
 - c. Conduct a year-end evaluation meeting with the new teacher for professional reflection and dialogue.
10. Maintain an open dialogue with the building principal on the progress of the new teacher in their transition into the education process at the school.
11. Maintain confidentiality and trust with the assigned teacher(s).
12. Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

REQUIRED QUALIFICATIONS

1. Licensed by the Kansas State Department of Education
2. Have completed at least three consecutive school years in the district if mentoring a teacher new to the profession.
3. Have been selected and approved by the Board of Education for USD 265 as having demonstrated exemplary teaching ability.
4. Have participated in and completed a training session for mentor teachers.

PERFORMANCE ASSESSMENT

Performance as a mentor will be assessed by the building principal or their designee.

I HAVE RECEIVED AND READ THIS JOB DESCRIPTION.

Teacher Signature

Date

Principal Signature

Date