

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – MENTOR TEACHER

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Must have or be willing to complete the Foundations of Mentoring training through the West Virginia Center for Professional Development. Mentors are required to have a minimum of five years of teaching experience and be an employee of Pleasants County Schools.

**Immediate Supervisor:** Principal and/or Assistant Principal

**FLSA Status:** Exempt

**Term of Employment:** Two Semesters *(May not fall within the same school year.)*

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- When possible, the mentor and mentee(s) should be provided joint planning periods throughout the year.
- The mentor must observe their mentee(s) at least one hour per week during the first semester, which may be reduced to one hour every two weeks during the second semester as determined by the principal.
- The mentor must facilitate a weekly support meeting with their mentee and provide feedback and necessary supports for improvement. Weekly support meetings may be reduced to one hour every two weeks during the second semester as determined by the principal.
- The mentor shall serve on their mentee's Professional Support Team and provide insight and direction at their monthly meeting.
- In collaboration with the principal, the mentor will schedule appropriate opportunities for their mentee(s) to observe other highly effective teachers.
- The mentor will maintain a Meeting Log (provided) and submit a mid-year and end-of-year copy to the Director of Curriculum & Instruction, as directed.
- The mentor will communicate openly and effectively, both verbally and in writing.
- The mentor will keep the principal informed of suggested interventions made to their mentee(s).
- The mentor will maintain confidentiality and function in a professional manner at all times.
- The mentor will assist their mentee(s) in a support role rather than an evaluative role.
- The mentor must be available for commitments beyond the instructional day when necessary.
- The mentor must demonstrate the following competencies:
  - a high degree of pedagogy.
  - a strong understanding core content standards.
  - a strong understanding of formative and summative assessment.
  - the ability to use effective instructional strategies to augment the delivery of instruction.
  - the ability to integrate technology in the delivery of instruction.
  - the ability to motivate people.

- an interest in assisting teachers new to the profession.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal**

**Amended:** October 25, 2016