

Marion County Public Schools  
Job Description

Position Title: Educator Support Program Mentor  
Department: MCPS Schools  
Reports To: Superintendent Designee  
Approved By: Marion County Board of Education Date: September 2018

**SUMMARY:**

This is a stipend position requiring additional time to be spent for after school activities and meetings. This employee is a certified staff member who has received a professional certificate and serves as a regular mentor to others identified for the MCPS Educator Support Program. The mentor must regularly demonstrate and share expertise in the field of education. In addition, this employee is responsible for assisting in the improvement of quality instruction through an analysis of instructional teaching methods, identification of professional development opportunities, and coaching of strategies related to the diverse needs of those identified for the Educator Support Program. The ultimate goal is to create and maintain an Educator Support Program that promotes student success by attracting, retaining, and recruiting quality employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists in the professional development of those identified for the MCPS Educator Support Program including, but not limited to:
  - Lesson and curriculum planning
  - Designing the learning environment
  - Classroom management fundamentals
  - Assessment
  - Technology integration
  - Working with educational stakeholders
  - Working with other identified needs as assigned
- Schedule and document individual out-of-class meetings with assigned mentee
- Complete nonevaluative observations of mentee prior to principal observation with documentation and feedback
- Attend annual “cycle” meetings with principal, mentor, and mentee
- Attend all district mentor trainings
- Perform related duties as assigned by principal/superintendent designee

**EDUCATION and/or EXPERIENCES:** Bachelor’s Degree required, Master’s Degree preferred

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to

effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria identified in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here 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 stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and 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. .

*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.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*