

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Mentor Coordinator, Teachers</b>				
<b>Department:</b>	<b>Assistant Superintendent</b>				
<b>Reports to:</b>	<b>Assistant Superintendent</b>				
<b>Supervises:</b>					
<b>Description of job:</b>					
Summary of Responsibilities:					
<p>Responsibility for the design, development, planning and coordination of the overall activities of the mentoring program for the district with the goal of maintaining high standards of teaching excellence and improving student performance.</p>					
Essential Functions:					
<ol style="list-style-type: none"> <li>1. Work in concert with the Mentor Planning Committee to develop long term goals and objectives for the mentoring program in support of the mission of the mentoring program.</li> <li>2. Coordinate with Human Resources to determine the need for mentors; determine appropriate pairing of mentors/mentees and facilitate any necessary problem solving regarding scheduling.</li> <li>3. Communicate to all new staff an explanation of the mentoring program.</li> <li>4. Coordinate the recruitment of teachers for the mentoring program to ensure that mentoring committee approved recruitment goals are met. Includes application process and follow up communication with applicants.</li> <li>5. Design, develop and disseminate all program brochures and materials necessary for program publicity and information to staff. With the Professional Development Coordinator, establish professional library of information and materials.</li> <li>6. As necessary, review and revise mentor/mentee handbooks.</li> <li>7. Develop content of program, including appropriate materials, for mentor training. Coordinate and schedule mentor training and provide evaluation of training and necessary follow up.</li> <li>8. Manage program financial records to ensure accurate recording of mentor compensation, training programs and completion of all compliance records.</li> <li>9. Participate in inter-district networking to share information and stay knowledgeable of current trends.</li> <li>10. Conduct exit interviews with staff members leaving program to monitor quality.</li> <li>11. Establish annual calendar including regular support sessions throughout the year for mentors and mentees.</li> <li>12. Conduct annual evaluation of program to analyze progress toward goals and objectives. Provide annual report to the Assistant Superintendent.</li> </ol>					
<b>Protective Personal Equipment:</b>		n/a			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light: X</b>	<b>Medium:</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
<b>Driving Requirements:</b>		None: X	Manual:	Automatic:	

Work Environment			
<b>Floor Surface:</b>	Tile and/or carpet		
<b>Inside:</b>	100%	<b>Outside:</b>	
<b>Lighting:</b>	Incandescent or Fluorescent		

## North Kingstown School Department

<b>Vibration:</b>	n/a
-------------------	-----

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

## North Kingstown School Department

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Certified teacher for five (5) years; Three (3) years in the district. Experience as mentor.

### License/Certificate/Certification:

Valid RI Teaching Certification.

### Technological and/or Technical Skills:

Demonstrated proficiency in essential computer applications as required.

### Communication Skills:

Strong oral and written communications skills. Capability of responding simultaneously to a variety of requests from staff and administration.

### Planning Skills:

Ability to prioritize the needs and requests of administration and staff within the school setting and respond in a professional and efficient manner.

### Interpersonal and Problem solving skills:

Ability to interact with administration and staff in a pleasing manner. Ability to effectively handle issues utilizing a personable problem solving approach.

### Terms of Employment:

Stipend position according to the schedule and agreement between the North Kingstown Teachers' Association and the North Kingstown School Committee. The length of employment is on an annual basis, upon recommendation by the mentoring committee to the superintendent and his/her recommendation to the School Committee.

### Evaluation:

**North Kingstown School Department**

**Date: 10/2016**