

MENTOR TEACHER

Job Description

Qualifications:

1. Valid West Virginia teaching certification and currently employed as a teacher in Jackson County Schools.
2. At least five years of experience preferred.
3. Master's degree preferred.
4. Excellent evaluations.
5. Demonstrated ability to communicate effectively both verbally and in writing.
6. Demonstrated ability to motivate people.
7. Interest in assisting teachers new to the profession.
8. Ability to assist beginning teachers through a supervisory rather than evaluative approach.
9. Ability to keep confidentiality standards.
10. Interest in learning and teaching new instructional strategies.
11. Willing to attend staff development sessions for mentors.
12. Trained as a mentor teacher preferred.
13. Successful completion of Learning-Focused Instructional Strategies preferred.
14. Teachers at the same school, teaching the same or similar subject and grade level as beginning teachers will be given preference.

Immediate Supervisor: Principal

Duties and Responsibilities:

1. Pre-conference, observe, and post-conference with assigned beginning teacher.
2. Assist beginning teachers in a supervisory rather than evaluative role.
3. Attend all staff development sessions and complete necessary assignments for mentor teachers.
4. Serve as a member of the professional support team which meets monthly.
5. Without betraying confidentiality, keep the principal informed of interventions with the assigned beginning teacher.
6. Keep all interventions with the discussions regarding the beginning teacher assigned confidential.
7. Learn, practice, and teach instructional strategies to assigned beginning teacher.
8. Provide written documentation of interventions with assigned beginning teacher monthly.
9. Keep or complete other pertinent records as required by the Beginning Teacher Program.
10. Develop a professional relationship with the assigned beginning teacher.
11. Complete mentorship commitments beyond the instructional day when necessary.
12. Complete any other duties as assigned by the principal.

Jackson County Board of Education
November 2005