



Job Title: Mentor Teacher  
Job Family: Certified  
Pay Program: Certified  
Typical Work Year: 10 months

**SUMMARY:** The Mentor Teacher is assigned to a beginning teacher to contact, observe, coach and mentor on a regular basis in non-evaluative manner. The relationship is one of trust and information regarding the beginning teacher's performance is not shared with others. The purpose of the mentor teacher is to improve entry into the profession and the district; and increase the rate of progress to help the beginning teacher grow professionally.

**ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Essential Duties & Performance Responsibilities	Frequency	% of time
1. Develop a trusting relationship, encourage and support the beginning teacher and acculturate the teacher into the district.	Daily	100%
2. Assist beginning educator in implementing the guidelines established by the district and school.	Daily	100%
3. Engage colleagues in welcoming, supporting, and collaborating with beginning educator.	Daily	25%
4. Meet with the beginning teacher at least weekly, meet with the teacher and principal once per quarter, and observe at least once per semester.	Weekly to 1/sem	25%
5. Collaborate with other teacher leaders to provide ongoing training of district expectations.	Monthly	10%
6. Discuss the use of data and assessment results in making instructional decisions.	Weekly	20%
7. Assist in the improvement of curriculum and instructional techniques as necessary.	Weekly	20%
8. Work closely with the beginning educator in the handling of day-to-day problems of instruction.	Daily	20%
9. Serve as a resource person for beginning educator on lesson planning and curricular issues.	Weekly	20%
10. Complete a log of all activities between the mentor and the new teacher including observations, conferences, and support team meetings. The log includes dates of meeting and topics of discussion with a minimum of 10 hours each semester.	Weekly	5%
11. Attends meetings, workshops, etc. for the purpose of conveying and/or receiving information to develop or enhance skills.	Monthly	5%
12. Perform other related tasks as assigned by the Principal or Curriculum Supervisor.	Daily	As needed

**CRITERIA ALSO CONSIDERED:**

- Strong interpersonal skills
- Commitment to improving student outcomes
- Knowledge and use of community support systems
- Involvement in professional activities

- Evidence of leadership skills

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Holder of a valid Iowa Teaching Certification
- Trained or willing to be trained in Mentoring skills
- Such other qualifications of academic, professional and personal excellence as the Principal, Superintendent of Schools, and the School Board of Education may specify

**LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

- Criminal background check required for hire
- Mandatory Reporter
- CPR and First Aid certifications are preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

In addition to abilities needed to meet the essential duties and performance responsibilities for the position assigned:

- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, building and department procedures.
- Ability to use technology for instruction and communicating data management.
- Abilities to communicate, interact, and work effectively and cooperatively with all people including students of all ability levels, staff, parents, and community.
- Embrace diversity in cultural, ethnics, and educational background of all stakeholders.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.
- Use of Instructional Technology.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	Position Title	Job Code
Reports to:	Building Principal and appropriate curriculum supervisor	
Supervises:	None	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		

Vision Demands:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

