

SCHOOL DISTRICT OF LEVY COUNTY

DISTRICT-WIDE MENTOR TEACHER

JOB DESCRIPTION

QUALIFICATIONS:

- 1) Bachelor's Degree from an accredited university, Master's Degree preferred.
- 2) Valid Florida Educator's Certificate.
- 3) Minimum ten (10) years recent classroom teaching experience (elementary and/or secondary); a distinguished track record in hard-to-staff schools is highly preferred.
- 4) Clinical Ed Training within the past ten (10) years.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Extensive, exemplary classroom experience. Understanding of the characteristics of an effective teacher. Exemplary classroom management skills. Demonstrate varied instructional strategies to enhance student engagement and learning. Understanding and/or use of current classroom instructional software applications used within the District. Ability to plan and execute trainings. Exemplary knowledge of content, materials, assessment, and methods that improve student achievement in core content areas. Willingness to engage in non-evaluative, reflective conversations with teachers using evidence of classroom practice and student learning. Establish and maintain a trusting, confidential, and non-evaluative relationship with teachers to help develop their autonomy as professionals; demonstrate skillful use of mentor language. Ability to utilize technology with a willingness to participate in ongoing professional learning including opportunities outside the District. Willingness to maintain flexible schedule in order to meet with teachers outside the regular school day. Ability to assist new teachers through the Professional Development Certification Program (PDCP) in meeting all requirements on the Statement of Eligibility for a Professional Certificate.

REPORTS TO:

Director, Human Resources Department

JOB GOAL

The District Teacher Mentor provides mentoring support to first, second, and third year teachers that are new to the teaching profession and should work to build and develop a positive relationship with teachers by demonstrating a willingness to assist and support them. The District Teacher Mentor also provides professional development for teachers in areas such as classroom culture and climate, instructional strategies, classroom management, analyzing student work, student engagement, differentiated instruction, analyzing data to adjust instruction, and supporting ELL and students with special needs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.

- 2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- 3) Maintain professional competence through in-service education activities provided by the District and/or in self-selected professional growth activities. Assist in the planning and implementation of professional development for novice teachers.
- 4) Provide support for teachers in the use of effective classroom management, instructional strategies, and instructional technology and software applications.
- 5) Assist teachers in reflecting on and analyzing their practice and reviewing student work to inform instruction and enhance student achievement.
- 6) Encourage teachers to identify instructional resources and support throughout the entire school community; incorporate technology and analysis of data to advance both teacher learning and classroom practice.
- 7) Engage in coaching conversations to improve novice teachers' reflective practices and effectiveness as a teacher.
- 8) Work in conjunction with District and school level administrators to support teachers.
- 9) Maintain a record of mentoring contacts with teachers.
- 10) Responsible for keeping up to date on current technology being used by SBLC. With the support of the District, attend training to ensure skill level in various technologies is at the level required to perform in the current position.
- 11) Perform all other duties as assigned.
- 12) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code: 5

Lane 8 of the Instructional Salary Schedule

Position is ten months; seven and half hours per day.

DOE Job Code: 63103

BOARD APPROVED ~~04/12/2022~~ 04/23/2024