JOB TITLE: MENTOR TEACHER

JOB DESCRIPTION:

This job description is not a stand-alone job description, but a rider to our basic education and exceptional education job descriptions. This employee is a teacher who has received a professional certificate and serves as a regular mentor to other teachers who are either performing satisfactorily or who strive to become more proficient. The Mentor Teacher must serve as a faculty-based professional development coordinator and regularly demonstrates and shares expertise with other teachers in order to remain a mentor teacher. This teacher must also participate on a regular basis in the direct instruction of low-performing students and meet the duties of teaching as outlined in laws and policies. In addition, this employee is responsible for assisting in the improvement of instruction through analysis of instructional teaching methods, identification and management of professional development opportunities, and follow-up and coaching of strategies related to individual professional development plan goals. This position has a reduced teaching schedule to allow for the completion of other duties and responsibilities.

Duties of this position include but are not limited to:

1. Professional Development
   a. Providing demonstration lessons.
   b. Leading professional development activities, including the formation of learning communities.
   c. Participating in a formalized peer review process as a formative evaluator.
   d. With the faculty representative, serving as the official liaison between the school site and the department of staff development.
   e. With the faculty representative, conducting strategies for identifying the professional development needs of the faculty.
   f. With the faculty representative, planning and coordinating school-based professional development opportunities linked to individual professional development plans and job competencies.
   g. Following-up/extending staff development trainings.

2. Curriculum
   a. Collaborating with colleagues to construct exemplary lessons.
   b. Overseeing the adoption of curriculum resources.
   c. Facilitating curriculum planning.

3. Leadership
   a. Sharing instructional leadership with principal.
   b. Serving as a resource to the School Advisory Council and working with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
   c. Supporting and assisting in implementing the district vision.
d. Developing relationships with community members and seeking mentors and/or resources from the community (students, parents, business partners) to aid in meeting the goals of the Continuous Improvement Plan.

e. Giving feedback to and verifying experiences of those individuals who are participating in the Pay for Performance Plan.

f. Serving on district-level committees.

g. Writing grants to aid in meeting the goals of the Continuous Improvement Plan.

h. Overseeing the coordinating of the school’s testing program (AIP, FCAT, diagnostic etc.).

**REQUIRED QUALIFICATIONS:**

1. Valid professional teaching certificate
2. Master’s degree, or National Board for Professional Teacher Standards certification or 2 or more years experience in
   a. developing, presenting, or implementing staff development, and;
   b. mentoring teachers or interns, and;
   c. curriculum development
3. Minimum of two years as a Lead Teacher (or similar roles)
4. Clinical Educator Training
5. Outstanding performance pursuant to Section 1012.34(3)(a.)1.-7., Florida Statutes as evidenced by selection in the district’s Mentor Teacher pool.
6. Ability and willingness to work an extended schedule

**DESIRED QUALIFICATIONS:**

1. Professional Development in the area(s) of:
   a. communication and conferencing skills
   b. leadership development
   c. classroom management
   d. standards-based curriculum development
   e. peer observation, coaching, mentoring, and conferencing skills
   f. student and parent conferencing skills
   g. knowledge of subject matter
   h. planning for instruction

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i. delivery of instruction
j. assessment of student performance
k. grant writing

2. Graduate coursework in a curriculum content or other education area

3. National Board for Professional Teaching Standards certification