



MENTOR TEACHER (SYSTEMWIDE)

Purpose Statement

The job of the Mentor Teacher (System wide) was established for the purpose(s) of serving as a master teacher assigned to a group of new teachers to contact, observe, coach and mentor on a regular basis; providing information to others; and implementing and maintaining services within established guidelines and standards. The system-wide mentors meet as a team weekly for a facilitated discussion on common problems beginning teachers are facing and to seek advice and assistance of other advisors to design appropriate intervention strategies. Each mentor will be assigned a group of schools for which they will coordinate the site-based mentoring program in collaboration with the school administrators.

This job reports to the Director of Professional Development.

Essential Functions

- Assesses skills and needs (both initially and ongoing) of teachers new to Williamson County Schools and/or to the profession for the purpose of ensuring appropriate assistance and strategies for identified mentoring activities.
- Assists school administration in strengthening and implementing site level monitoring.
- Builds relationships with new teachers in the district for the purpose of establishing an environment of trust and collaboration and providing emotional support.
- Coaches and assists new teachers with teaching strategies, lesson planning, classroom management and identification of curriculum resources for the purpose of improving instruction and helping new teachers become successful.
- Collaborates with other system-wide mentors, curriculum specialists and instructional coaches for the purpose of constructing exemplary lessons; identifying professional development needs of WCS staff; and planning and coordinating professional development opportunities linked to changes in curriculum, teacher needs, and job competencies.
- Models professionalism at all times for the purpose of demonstrating expected behaviors and actions of master teachers.
- Orients new teachers to the district's mentor program (e.g. responsibilities, schedules, policies with regard to involvement with students, etc.) for the purpose of providing teachers with information regarding program objectives, identifying training needs and reviewing functions of both site and system level mentors.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares and maintains a variety of manual and electronic files and/or records for the purpose of demonstrating program benefits, providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Prepares a variety of written materials (e.g. newsletters, brochures, lesson plans, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares lesson plans on a variety of subject matter, models and teaches lessons for the purpose of demonstrating best practices in instruction, planning, and classroom management.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing, effective listening, facilitating meetings, guiding others, leadership, monitoring activities, planning, training adult learners, instructional techniques, and best practices.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, speak persuasively to implement desired actions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, laws, rules, regulations, policies, curriculum, instructional methods, English grammar, punctuation, spelling, vocabulary, instructional media equipment, and office equipment and software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; and use job-related equipment. Flexibility is required to and operate equipment using defined methods. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability and flexibility, communication with persons of diverse backgrounds, knowledge, skills, confidentiality, innovation, leadership, direction, motivating others, taking initiative, and teamwork.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing.

EXPERIENCE: Job related experience with increasing levels of responsibility is required.

EDUCATION: Master's degree in job related area preferred.

EQUIVALENCY: None Specified

REQUIRED TESTING:

CERTIFICATES & LICENSES:
Valid Teachers Certification and/or License
Valid TN Driver's License

FLSA STATUS:
Exempt

CONTINUING EDUCATION / TRAINING:
3 Years' Experience as an Educator
WCS preferred

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Certified