



Job Title:	Mentor Teacher	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Grade:	
Dept. /School:	Assigned Campus	Date Revised:	09/20/2011

Primary Purpose:

In addition to regular teaching duties, serve as member of support team for a beginning teacher. Provide individualized assistance and coaching to assigned beginning teacher and provide ongoing support.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

Demonstrated expertise in teaching the Texas Essential Knowledge and Skills (TEKS)
Understanding of beginning teacher development
Knowledge of formative assessments (e.g., TXBESS Activity Profile)
Effective interpersonal skills and willingness to work collaboratively with a beginning teacher
Effective coaching, problem solving and conferencing skills
Demonstrated commitment to professional growth and learning
Demonstrated effectiveness as a professional role model
Demonstrated use of best teaching practices
Understanding of and ability to use teacher development research

Experience:

Five years teaching experience
Current or recent experience in same or similar assignment as assigned beginning teacher

Major Responsibilities and Duties:

Mentoring:

1. Meet regularly with beginning teacher and participate in ongoing support team training and meetings.
2. Conduct formal assessment process (e.g., TXBESS Activity Profile) and discuss assessment information with assigned beginning teacher.
3. Conduct classroom observations of beginning teacher and pre- and post-observation conferences.

4. Conduct informal assessments on an ongoing basis to monitor the beginning teacher's growth and progress using such means as reciprocal observations, conversations, logs, or interactive journals.
5. Assist beginning teacher in understanding his or her students' cultures and communities and in communicating with families about student achievement.
6. Participate in delivery of small or group instruction to beginning teachers.
7. Participate in program assessment to determine program quality and effectiveness.

Communication:

8. Establish and maintain open communication with beginning teacher.
9. Maintain a professional relationship with beginning teacher and support team members.
10. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development:

11. Participate in professional development activities to improve mentoring skills.

Other:

12. Keep informed of and comply with state, district, and school regulations and policies for mentor teachers.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Other duties as assigned.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged or irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.