



NEW: 07/01/2021  
Submitted: 05/04/2021

JOB TITLE:	MENTOR NEW TEACHER
DIVISION	TEACHING AND LEARNING / PROFESSIONAL DEVELOPMENT & LEARNING
SALARY SCHEDULE/GRADE:	EXTRA SERVICE - \$500 PER SEMESTER
WORK YEAR:	15 DAY SEMESTER
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	9996
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

To encourage the development and growth of new teachers in order to maintain a steady improvement of student learning in the classroom. This role is critical in guiding and supporting new teachers to further develop their planning/preparation, classroom environment, instruction, professional responsibilities, content knowledge, as well as teacher-leadership.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Schedules and collaborates with new teachers at least 15+ hours each semester outside of the work day, consistently including a minimum of at least one observation with constructive feedback given to the new teacher, and assist with coordinating times for new teacher to observe master teachers (preferably a recorded lesson)

Supports new teachers in understanding instructional expectations, such as: grading, lesson planning, differentiating instruction to meet the needs of different learners (i.e. ECE, Gifted, ELL), and utilizing JCPS Teacher Backpack Supports

Builds trust by respecting the confidentiality of mentee(s)

Supports new teachers in understanding and meeting evaluation requirements

Possesses good listening and reflection skills

Completes all required forms and documentation for the mentoring program in a timely manner

Communicates the need for any support in working with mentees with Principal and district New Teacher Mentor Program

Demonstrates working knowledge of basic technology skills needed to communicate with students, parents and colleagues

Attends three (3) mandatory in-person or virtual mentor PD trainings each year to stay abreast of best practices aligned to the Kentucky Teacher Leadership Framework from the

Communicates knowledge of skills needed for building a positive school and district culture

Promotes and supports diversity and equity with students and in schools including the incorporation of multicultural education, and in using tools from the Diversity, Equity and Poverty Department

Observes and provides peer assistance and coaching toward meeting teachers' Individual growth plan goals

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Kentucky Teaching Certification

5+ years of successful teaching experience

Principal recommendation via Professional Development and Learning Department Google Form

Evidence of instructional excellence and understanding of how to facilitate growth and support of adults
Ability to work successfully with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Successful experience differentiating instruction for diverse student learners
Current NBCT certification