

TITLE: Early Career Teacher Mentor

QUALIFICATIONS:

The candidate must satisfy and maintain the appropriate licensure of the Massachusetts Department of Education in any academic or vocational license field.

The candidate must demonstrate high quality teaching practices and strong knowledge of the competencies required of a successful early career teacher.

The candidate must possess strong interest in supporting the development of early career teachers and/or guiding teachers new to Southeastern Regional through their first year at our school.

REPORTS TO:

Professional Development Liaison through Mentor Leader(s).

PERFORMANCE RESPONSIBILITIES:

Provide one to one advice and support to one first/second year teacher or to a group of 2nd or 3rd year teachers using a variety of communication techniques that include face to face meetings, email, telephone conversations, notes, etc.

Provide guidance on grading, report cards, progress reports, and IEP/504 reports.

Attend regularly scheduled mentor training and brief informational meetings.

Review mentees written lesson plans routinely and provide constructive feedback.

Guide mentee's mastery of instructional practices that promote student learning.

Jointly plan and conduct at least one parent conference, if mentee is a novice teacher.

Observe the novice teacher at least once each term (2x in Term 1). Offer comments following observation.

Arrange for mentee to observe your class at least once per term.

Support mentee's use of teacher technology (Edline, SiSNet, MYAccess!, SkillsPlus, etc.)

Strategize with mentee on class management best practices and issues resolution.

Maintain confidentiality in the mentor-mentee relationship.

Participate in any mentor training sessions organized by administration.

Assist mentee in developing an understanding of teacher evaluation standards/

procedures.

Complete surveys and provide feedback as requested to improve the program..

Exhibit support for district goals including those detailed in the school improvement plan.

EVALUATION: The Professional Development Liaison, working with mentor leader(s), will evaluate performance of this position.

TERMS OF EMPLOYMENT:

This assignment starts with the appointment and lasts through the 2013-2014 school year. Stipend of \$ 750.00 per novice teacher assigned or per two experienced teachers new to Southeastern Regional, paid through the FY 2014 Title 2A federal grant.

Approved by: _____ Date:

Reviewed and agreed to by: _____ Date:
(Incumbent)

Approved: May, 2013