

Notice of Vacancy
Chelsea Public Schools
Internal Posting

Title: Mentor Teachers (Several per school, depending upon number of new teachers and funding.)

Location: Potentially there will be Mentor Teachers at all school sites; while mentors ideally will be assigned to teachers in buildings where the new teachers are located, there may be assignments that require working in buildings other than the mentors primary site.

Qualifications: An experienced teacher who has demonstrated meritorious classroom techniques and who demonstrates substantial knowledge about the subject he or she teaches. Mentor teachers should have rapport with colleagues and a marked ability to guide and counsel, plus available time to fulfill all requirements including meetings. Preference will be given to those teachers who have completed or who will be completing the **Project SUCCESS: Mentoring in Action** coursework.

General Duties:

Each mentor will provide support for up to two new teachers

The mentor will provide support in the key areas of learning school rules and policies, developing effective teaching and classroom management strategies, understanding the culture of the school, personal confidence and stability; and if mentor and mentee share a common area, curriculum.

Mentor will meet weekly and separately with each mentee to discuss current concerns and offer strategies for 60 minutes per mentee; in addition, mentor will keep track of meetings and communications in a log that must be submitted to the lead mentor monthly

Observe each mentee at least 3 times a year, including a pre-conference, a full-period observation, and a debrief

Arrange observations for the mentee to observe other teachers at least 2 times a year, including a pre-conference, a full-period observation, and a debrief

Attend and participate in monthly meetings with new teachers, and quarterly meetings with the rest of the mentors, on the first Tuesday of each month.

Facilitate, or help facilitate, an equitable portion of the monthly mentor-mentee meetings

Mentors commit themselves to attend mandatory mentor training on August 18. Those mentors who attended the training during August 2013 will attend for a half-day only. Those mentors who did not attend the training during August 2013 will attend for a full day.

Mentors commit an additional three (3) days of work outside the regular school year with new teachers, and will work with assigned teachers during new teacher orientation on August 20, 2013.

All mentors must attend a training before the new teacher orientation days on August 18, 2014 (Full day for new mentors; half day for teachers who were mentors last year) (Mentors who have completed Project SUCCESS: Mentoring in Action will be asked to help provide this training.) The appointment of a mentor teacher is for one year only. Previous mentor teachers wishing to be assigned anew must submit a new application.

Compensation: Advancement to next higher salary scale for the duration of assignment. The designation of mentor is merit recognition and carries with it the privileges and obligations outlined in contract with the Chelsea Teachers' Union.

Required for

Consideration: Letter of interest with brief summary of qualifications.

Application: Tina Sullivan, Director of Human Resources
Chelsea School Department
500 Broadway Chelsea, MA 02150

Final Approval: Principal, in consultation with the Assistant Superintendent and with final approval of the Superintendent of Schools (CH. 71, Section 59, MGL)

Deadline: June 27, 2013 or until positions are filled.

The Chelsea Public School District is an equal opportunity employer committed to recruiting, appointing, assigning, training, evaluating, and promoting personnel on the basis of merit and qualification, without regard to race, color, religious affiliation, sex, age, national origin, ancestry, marital status, handicapping conditions or any other applicable unlawful discriminatory standards. (Title VI & VII of Civil Rights Act of 1964. Title VII & VIII of the Public Health Services Act, Title IX of the Education Amendments of 1972, as well as other relevant federal and state laws).