

CHARIHO REGIONAL SCHOOL DISTRICT

Job Description



Position Title Mentor Coordinator

Reports To Assistant Superintendent

Level/Grade

Type of position: 12 Month 10 Month Contractor Extra Curricular

The Teacher Mentor Program Coordinator will supervise all aspects of the Teacher Mentor Program. The Coordinator must be an exceptional teacher who is interested in providing high-quality professional support to beginning teachers and mentors. The Coordinator must also be enthusiastic about developing and improving the Teacher Mentor Program.

Qualifications

- Completed five years of teaching experience, of which the last three must be in the district.
- Demonstrated understanding and successful application of standards-based practices.
- Completed mentor training program or willing to complete mentor training
- Demonstrated evidence of teaching excellence.
- Demonstrated experience in working with adult learners.

Essential Duties and Responsibilities (*other duties may be assigned*)

- Conduct orientation meeting with mentors.
- Provide training to mentors.
- Organize monthly mentor-mentee professional development sessions.
- Coordinate all administrative aspects of the Teacher Mentor Program, including but not limited to, the completion of surveys, meeting logs, payment forms, budget, and state mandated reports.
- Produce an annual Teacher Mentor Program Evaluation Report.
- Assist the Superintendent/Assistant Superintendent and NEA with mentor-mentee pairings and coordinate the initial meeting of mentors-mentees during New Teacher Orientation Day.
- Create/update Teacher Mentor Program brochure and documents.
- Represent the District at state level meetings.
- Monitor individual mentor-mentee relationships, as necessary.
- Provide support to mentor-mentees, as necessary.
- Meets regularly with the Mentor Program Committee.

Supervises

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Created 4/6/2009

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.