

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

5/98 <small>Effective Date</small>	<u>CAREER IN TEACHING MENTOR</u> <small>Job Title</small>	1.7.40A <small>Index</small>
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1. Primary Function: Works daily with the intern teacher in the classroom to coach and model effective teaching techniques, instructional strategies and classroom management skills. Provides guidance during the transition from pre-service preparation to professional practice. Enlist experiences and expertise to provide information, assistance and collegial support to promote interns' adjustment to and success in the first teaching setting.

2. Responsible to: Director of Licensed Personnel and Home School Building Principal

3. Assigned Responsibilities:
 - 3.01 Orients the intern teacher to the new teaching setting.
 - 3.02 Links the intern to resources and services.
 - 3.03 Models professionalism (i.e., collegiality with peers, continuing professional growth).
 - 3.04 Counsels the intern as difficulties arise.
 - 3.05 Models effective teaching, management, and communication practices.
 - 3.06 Coaches the intern's acquisition or refinement of effective teaching skills.
 - 3.07 Assists in the preparation of lessons; interpreting and using curriculum materials and guides; organizing classroom procedures and rules; and reviewing school and district policies and procedures.
 - 3.08 Hold regular meetings with intern teachers and program coordinator.
 - 3.09 Interpret the school's norms for interaction.
 - 3.10 Provides support and encouragement, both in dealing with problems and acknowledging accomplishments.
 - 3.11 Share progress of the intern teacher with the district and institution of higher education.
 - 3.12 Attend regular meeting and engage in ongoing communication with higher education, the district and intern teacher.

4. Key Relationships:
 - 4.01 Director of Licensed Personnel
 - 4.02 Assistant Director of Licensed Personnel
 - 4.03 Principals, building staff
 - 4.04 Intern teachers

5. Minimum Qualifications:
 - 5.01 Valid Oregon Teaching License.
 - 5.02 Master's Degree.
 - 5.03 Valid driver's license and access to transportation.
 - 5.04 Employed in the district primarily as an elementary classroom teacher.

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- 5.05 Five years experience as a successful classroom teacher.
- 5.05 Demonstrated mastery of teaching skills and subject matter knowledge.
- 5.06 Willing to perform the mentor role.
- 5.07 Willing to receive mentor training.

- 6. Minimum Term of Employment: One year.
- 7. Salary Level: Placement on Teacher Salary Schedule.
- 8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date _____

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