

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

<b>5-08</b>	<b>Program Assistant, <u>Beginning Teacher Mentor</u></b>	<b>1.8.1.17A</b>
Effective Date	Job Title	Index

1. Primary Function: Form partnerships with beginning teachers supporting them in curriculum development, classroom management, instructional strategies, assessment and all areas of their professional development. Works daily with beginning teachers in the classroom to coach and model effective teaching techniques. Assists in the development, implementation and maintenance of instructional programs for the District. Will be responsible to beginning teachers and school-based mentors at one of the following levels: Early Childhood (K-2), Elementary (3-5), Middle School (6-8) or High School (9-12).
2. Responsible to: Coordinator, Special Programs
3. Assigned Responsibilities:
  - 3.01 Supports school-based mentors and beginning teachers.
  - 3.02 Links the beginning teacher to resources and services.
  - 3.03 Models professionalism (i.e., collegiality with peers, continuing professional growth).
  - 3.04 Develops and implements workshops, courses, and training opportunities to meet the identified needs of beginning teachers and school-based mentors.
  - 3.05 Identifies and implements classroom improvement programs designed to improve teaching practices to bring about desired student outcomes.
  - 3.06 Provides support for effective instructional practices, the use of appropriate curriculum, and student assessment procedures.
  - 3.07 Models effective teaching, management, and communication practices.
  - 3.08 Provides ongoing inservice and training to refine and maintain instructional and classroom management skills.
  - 3.09 Assists in planning and conducting activities and programs for beginning teachers and mentors.
  - 3.10 Provides ongoing classroom assistance through peer oriented observation and feedback.
  - 3.11 Assists in preparation of lessons; interpreting and using curriculum materials and guides; organizing classroom procedures and rules; and reviewing school and district policies and procedures.
4. Key Relationships:
  - 4.01 Coordinator of Special Program
  - 4.02 Beginning teachers and school-based mentors
5. Minimum Qualifications:
  - 5.01 Valid Oregon Teaching License
  - 5.02 Master's Degree or equivalent training
  - 5.03 Five or more years successful experience as a classroom teacher
  - 5.04 Experience in teaching adults and the ability to make presentations to a variety of audiences preferred
  - 5.05 Recent training in a variety of instructional models
  - 5.06 Demonstrated ability to successfully teach and collaborate with colleagues
  - 5.07 Demonstrated knowledge of instructional strategies, state content standards and assessment as they relate to student outcomes
  - 5.08 Willingness to attend mandated mentor trainings
  - 5.09 Must have the ability to drive to different sites within the District

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6. Minimum Term of Employment: Teacher contract plus extra days as assigned
7. Salary Level: Placement on Teacher Salary Schedule plus Program Assistant Differential
8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.