



Office of Human Resources

TITLE: Mentor Teacher (TLC)

POSITION INVENTORY: C 52 FLSA

DEPARTMENTS: Office of Academics

STATUS: Exempt

REPORTS TO: School Principal

FT/PT: PT

BASIC FUNCTION: Mentor support job-embedded coaching and professional development to beginning teachers. This provides a structure for the gradual release of teachers to learn new skills independently. Mentors may engage in co-planning, modeling, and co-teaching lessons; as well as observing, providing feedback, and coaching classroom instruction as appropriate. Mentors support implementation of district initiatives directed at strengthening core instruction through the common language of effective teaching practices articulated in the Instructional Framework. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the Office of Academics. Mentor Teachers are 100% in the classroom with a salary supplement and additional contract days for training.

ESSENTIAL FUNCTIONS:

1. Establish and maintains a trustful, confidential and non-evaluative relationship with beginning teachers to help develop their autonomy as professionals.
2. Facilitate teachers' understanding and implementation of the Iowa Common Core Standards and the Instructional Framework by collaborating with beginning teachers to develop coaching plans, which include goals and measures of success to drive effective instruction and student achievement.
3. Assist beginning teachers in reflection on and analyzing their practice and reviewing student work to inform instruction and enhance student achievement.
4. Model, as appropriate, innovative teaching methodologies through techniques such as co-teaching and demonstration lessons; provide opportunities for beginning teachers to observe exemplary practice.
5. Encourage beginning teachers to identify instructional resources and support contacts throughout the entire school community.
6. Foster collaboration and teacher leadership.
7. Invite ongoing communication and collaboration with principals, site leadership and instructional coaches to ensure coherence between coaching activities and school expectations.
8. Maintain and submit required documentation.
9. Demonstrate the highest standards of honesty, integrity, flexibility and responsiveness.
10. Attends all District Professional Development meetings on a regular and consistent basis.
11. Attend required associated with the position summer training and two additional after school training sessions.
12. Attend and provide support for assigned mentees during preservice days for new teachers.

HIRING SPECIFICATIONS:

Required:

1. Iowa teaching license.
2. At least three years of teaching experience with at least one year of teaching experience with the Des Moines Public Schools.
3. Demonstrated record of exceptional teaching skills as reflected in the learning levels of students.
4. Knowledge of current trends in professional development and education best practices.
5. Exceptional communication skills, including oral, written, and presentation skills.
6. Effective interpersonal and collaborative skills.
7. Competency working in a culturally diverse environment or the willingness to acquire these skills.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting				X
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing/Stairs			X	
G.	Driving			X	
H.	Lifting (# 25 lbs.)			X	
I.	Carrying (# 25 feet)				
J.	Manual Dexterity Tasks				
	Telephone				X
	Computer				X
	Other				X
K.	Working Conditions				
	Inside				X
	Outside				X
	Extremes of Temperature/Humidity			X	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



*Human Resources Manager

*This job description is not approved without the signature of a Human Resources Representative. Date: 3/31/2017