



<b>Title:</b>	District Wide Mentor
<b>Reports to:</b>	Director of BT Support and Licensure
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	TBD

## **MENTOR TEACHER (SYSTEMWIDE)**

### **Purpose Statement**

The job of Mentor Teacher (System wide) was established for the purpose/s of serving as a master teacher assigned to a group of new teachers to contact, observe, coach and mentor on a regular basis; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director of BT Support and Licensure.

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- Assesses skills and needs (both initially and ongoing) of teachers new to Scotland County Schools and/or to the profession for the purpose of ensuring appropriate assistance and strategies for identified mentoring activities.
- Builds relationships with new teachers in the district for the purpose of establishing an environment of trust and collaboration and providing emotional support.
- Coaches and assists new teachers with teaching strategies, lesson planning, classroom management and identification of curriculum resources for the purpose of improving instruction and helping new teachers become successful.
- Collaborates with other system-wide mentors, curriculum and instruction staff, and instructional coaches for the purpose of improving classroom instruction; help identify professional development needs of SCS staff.
- Models professionalism at all times for the purpose of demonstrating expected behaviors and actions of master teachers.
- Orients new teachers to system-wide mentor program (e.g. responsibilities, schedules, policies with regard to involvement with students, etc.) for the purpose of providing teachers with information regarding program objectives, identifying training needs and reviewing functions of mentor.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares and maintains a variety of manual and electronic files and/or records (e.g. Mentor files, etc.) for the purpose of demonstrating program benefits, providing up-to-date reference and complying with regulatory requirements and established guidelines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Bachelor's Degree in Education

**Equivalency** At least three years teaching experience with increasing levels of responsibility and demonstrated leadership traits as a master teacher.

**Continuing Educ. / Training**

Maintain Licensure

**Certificates & Licenses**

Teachers Certification and/or License and Driver's License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

