



TREYNOR COMMUNITY SCHOOLS

Position: Mentor

Stipend: \$2000 (+\$500 for each additional mentee)

Total Number of Personnel: Determined based on need (K-12 Mentoring Pool)

Days Beyond Contract: 3

Reports to: Building Principal

Job Description - Mentor teachers will be assigned and work with teachers new to the profession and/or our district. Mentors will be assigned as needed by the building principal. Mentors will be placed into a mentoring pool and only be assigned and compensated if services are needed. Mentors will continue to fulfill 100% of their classroom duties.

Primary duties include:

- Acclimate new teachers to a new school environment.
- Advise new teachers on instruction, curriculum, procedures, practices and the political context.
- Contribute time and expertise to make significant contributions to the development of new professionals.
- Serve as a role model for mentees.
- Follow the TCSD Mentoring and Induction Program.
- Open classroom to new teachers for observation of best practices in instruction.
- Work collaboratively with all TLC teacher leaders and administration to provide seamless implementation of the TCSD Mentoring and Induction Plan.
- Attend monthly mentor/mentee meetings.

Expectations Include:

- Participate in all Professional Development sessions.
- Work with an instructional coach.
- Participate in building and/or district observation days.
- Participate in leadership meetings at least 2 times per year with all TLC Leadership positions.
- Provide documentation of duties performed.
- Serve on or lead curriculum/PLC/grade level team as assigned.
- Promote the expectations of the school district in a positive way.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____