

## MENTOR TEACHER JOB DESCRIPTION

### Summary

*The role of the Mentor Teacher is to serve as a mentor, leader, and a coach who models and plans effective instruction and professional dispositions, creates a supportive classroom environment where residents are encouraged to take risks, and observes and provides specific feedback to teacher candidates to have a lasting impact on student achievement. We see the Mentor Teacher as a leader throughout the school who provides support to a Teacher Candidate and overtime will provide support to other teachers.*

### Responsibilities

- \* Mentor a resident for the entire school year
- \* Establish a positive working relationship with resident
- \* Establish and maintain a schedule consistent planning time with resident
- \* Provide resident all lesson materials in advance and review (and potentially rehearse) resident planned lessons
- \* Clearly communicate expectations
- \* Regularly model effective instructional practices for resident
- \* Establish independent planning responsibilities with the resident and support/scaffold them in their understanding of core content areas
- \* Co-plan, co-teach, debrief, problem solve, and coach resident daily
- \* Support resident in leading small group and whole group instruction
- \* Complete observations and provide specific and timely feedback to resident individualized needs, with a weekly reinforcement and refinement and clear next steps aligned to the Miner Assessment Tool
- \* Monitor and support resident's progress towards performance targets (MAT)
- \* Complete formal monthly Domain 4 progress report of resident and submit reports to X EPP's online system.
- \* Include resident in Professional Learning Communities and school-based professional development
- \* Participate in Site Coordinator led professional development, apply the new learning and bring back evidence of application (4-5 times a year).
- \* When allocating non-instructional administrative duties to resident, consider the developmental needs of the resident and ensure ample time to develop teaching skills.
- \* Solicit and willingly receive feedback to improve coaching skills

### Planning and Preparation

- \* Set high expectations of achievement that are ambitious and measurable for all students. Set direction, verbally and

with tools and materials, that clarify content and teaching process

- \* Lead, model, and coach resident to:
  - plan backward to align all lessons, activities, and assessments
  - design instruction that is enriched (developing higher-order thinking skills) and personalized (reflecting learning levels and interests of individual students)
  - design assessments that accurately assess student progress

### Classroom Environment

- \* Lead, model, and coach resident to:
  - hold students accountable for high expectations of behavior and engagement that are ambitious and measurable
  - create a virtual or physical classroom environments conducive to collaborative and individual learning
  - establish a culture of respect, enthusiasm, and rapport
  - Identify and address individual students' social, emotional, and behavioral learning needs and barriers

### Instruction

- \* Lead, model, and coach resident to:
  - hold students accountable for ambitious, measurable standards of academic achievement
  - identify and address individual students' development of organizational and time-management skills
  - invest students in their learning using a variety of influence techniques
  - incorporate questioning and discussion in teaching
  - incorporate small-group and individual instruction to personalize and tailor instruction to individual needs
  - monitor and analyze student assessment data to inform enriched instruction by teacher
  - communicate with students, provide authentic, timely feedback, and keep them informed of their progress

### Professional Responsibilities

- \* Solicit and receive feedback from supervisor to improve professional skills
- \* Engage in informal check-ins with Site Coordinator to share progress updates and align support for resident
- \* Model instructional tasks to aid resident
- \* Provide feedback, developmental advice, and assignments to develop resident's effectiveness
- \* Participate in professional development at school, collect

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artifacts, and share learning with the resident to support resident development

- \* Coach resident to reflect on their own practice, and progressively over time, generate and implement strategies to increase their effectiveness

### Qualifications

- \* Knowledge of subject matter being taught
- \* Bachelor's degree

- \* At least 3 years of evidence of modeling exemplary teaching experience, (Proficient/distinguished evaluations)
- \* Valid teaching certificate in the certification area in which the teacher candidate is being certified
- \* Prior evidence of high-progress student outcomes in the relevant subjects (in the top 25% compared to other teachers in a state or on national tests) or, at entry level, evidence of superior prior academic achievements