

THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

Board Approved Job Description

Title: Peer Mentor Teacher

Pay Grade: Contract

Pay Type: E

Supervises: N/A

Reports to: Director - Educational Leadership & Professional Development

Supervisor's Superior: Associate Superintendent - Human Resources Services

FLSA Status: Exempt

Date (Developed): April 27, 1999

Date Revised: July 30, 2004

Board Approved: September 9, 1999; August 24, 2004

Job Goal

Provide mandatory assistance to newly hired teachers and experienced teachers who are having difficulties in the performance of their classroom duties.

Qualifications

1. Bachelor's Degree from an accredited educational institution, Master's Degree preferred.
2. Certified by the state of Florida in any core curriculum area at any instructional level.
3. Past or present Brevard County area finalist for Teacher of the Year preferred.
4. Must currently be a classroom teacher and must have at least three years of classroom teaching experience.
5. Must complete a Peer Mentor Teacher application and include three letters of recommendation, at least one of which is from current principal.
6. Clinical Educator Training and experience as a mentor teacher preferred.
7. Valid Florida Driver License.

Knowledge, Skills & Abilities

Demonstrated teaching and leadership skills, written and oral communication skills, extensive knowledge of teaching techniques, curriculum and staff development. Ability to collect and analyze data from a variety of sources, evaluate and make recommendations. Ability to work cooperatively and collaboratively with other departments, demonstrate self-discipline and initiative, and follow state and district guidelines. Demonstrated planning and organization. Ability to

provide appropriate educational environment and experiences based on developmental needs of students, behavioral management techniques; current knowledge of educational trends, methods, research and technology. Demonstrated ability to deliver appropriate instructional strategies in the classroom; ability to analyze student performance data; skill in analyzing, diagnosing and evaluating; knowledge of varied learning styles.

Performance Responsibilities: Essential Functions

1. Develop guides and other support materials necessary to the programs.
2. Plan and implement professional development opportunities that address both current research and future instructional needs.
3. Demonstrate effective teaching techniques.
4. Maintain an awareness of current research and curricular trends and disseminate information to personnel throughout the district.
5. Visit schools and provide technical support and expertise to personnel for curriculum innovation that meets the needs of all learners.
6. Participate in cooperative long-range planning with other departments and schools to make the most effective use of resources.
7. Facilitate effective communication and articulation among schools within feeder chains.
8. Travel between schools.
9. Mentor colleagues through conferences, demonstrations, observations and providing personal assistance.
10. Assist district staff at new teacher orientations.
11. Conduct teacher workshops and district in-service day workshops.
12. Monitor colleague performance and make recommendations to the school principal regarding future reemployment.
13. Assist in developing professional development assistance plans.
14. Assist Resource Teachers in implementing district curriculum and/or programs in a classroom setting.
15. Assist Alternative Certification Program teachers.
16. Use appropriate techniques and strategies that promote and enhance critical, creative and evaluative thinking capabilities of students.
17. Use appropriate instruction strategies and materials that reflect each student's culture, learning styles, special needs and socio-economic background.
18. Fulfill the terms of any affected written contract and adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
19. Assist in the enforcement of all federal, state and district regulations, policies and procedures.
20. Model lifelong learning and continuous improvement by maintaining a high quality Professional Development Plan.
21. Generate needs assessment reports and summary reports with recommendations for action.
22. Must demonstrate highly effective classroom management skills.
23. Fulfill the terms of any affected written contract and adhere to the Codes of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
24. Monitor students in a testing environment.
25. Provide outstanding customer service, and use positive interpersonal communication skills.
26. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
27. Ensure compliance with Board rules and applicable federal laws and regulations.

Performance Responsibilities: Other Duties & Responsibilities

Perform other tasks or services consistent with the job goal of this position.

Physical Demands (from supplement)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

Work Environment

Indoors and Outdoors.

Terms of Employment

Salary and work year commensurate with contract schedule, plus supplement. 10 months. 8 hours per day.

Evaluation

Performance of this position will be evaluated in accordance with the provisions of Board policy on evaluation of personnel.

Page last edited: 07/19/11

9/21/06 - REMOVED "SERVE ON A FULL TIME BASIS FOR A MAXIMUM OF TWO YEARS OR A MINIMUM OF ONE YEAR." PER JOY SALAMONE.