



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description Worksheet

Job Title: Mentor Teacher

Reports to: Director, Professional Development
Department: Professional Development
Compensation: Teacher's Salary Schedule
Overtime Status: Exempt
Date Job Revised: May 23, 2011

Position Summary: Comprehensive, rigorous and complete induction program targeted to impact both teaching quality and student learning. The program is a complete year-long induction curriculum with which novices and their mentors engage.

The program is characterized by modeling best practices and provides a high degree of interaction, small group activities, reflection and feed back.

Minimum Qualifications/Job Requirements:

Specialized Knowledge, Licenses, etc:

- Oklahoma Teaching Certification in Elementary Education or applicable teaching fields.

Experience

- Must have taught in the classroom the previous two years.

Other:

- Ability to work cooperatively and collaboratively with others, demonstrate self discipline and initiative, follow state and district guidelines.
- Willingness to be a role model for other teachers
- Welcomes training to improve mentoring skills
- Is reflective and able to learn from mistakes
- Eager to share information and ideas with colleagues
- Is resilient, flexible, persistent and open-minded
- Enjoys new challenges and solving problems
- Articulates effective instructional strategies with skill
- Ask questions that prompt reflection and understanding
- Is regarded by colleagues as an outstanding teacher
- Has excellent knowledge of pedagogy and subject matter
- Demonstrated excellent classroom management skills
- Understands the policies and procedures of the school district
- Collaborates well with other teachers and administrators
- Works well with individuals from different cultures
- Is patient
- Recognize and have the ability to do good planning

Duties and Responsibilities:

- Work with beginning teachers by developing and sustaining mentoring relationships, characterized by openness, sharing, and reflection, through effective interpersonal and communication skills. Support beginning teachers to establish baseline competency.

- Exhibit knowledge of the state-adopted academic content standards/performance levels for students and the state-adopted curriculum framework.
- Demonstrate knowledge of beginning teacher development and give on-site support to beginning teachers by providing guidance, assistance, and information that leads them to effective professional practice and the completion of their induction requirements.
- Participate in professional training to acquire the knowledge and skills needed be an effective Mentor including:
 - Attend 3 days of national mentor training during the summer, at a site to be determined, conducted by the Educational testing Service's National Induction Coordinators using the ETS Pathwise Induction Program format and tools. The training dates are July 26-28, 2005 or August 9-11, 2005.
- Demonstrate commitment to personal professional growth and learning by attending the monthly professional development sessions with novices as part of the ETS Pathwise Induction Program.
- Conduct monthly study groups for novices to deepen their understanding of issues related to the seven ETS Pathwise Induction Events and to update their understanding and usage of instructional strategies.