



## Littleton Elementary School District Position Description

**TITLE:** Mentor Teacher

**CLASSIFICATION:** Exempt

**REPORTS TO:** Site Administration

**SUPERVISES:** Paraprofessionals, volunteers, students and student teachers

**QUALIFICATIONS:** The mentor teacher plays an essential role in TAP. In addition to helping create the academic achievement plan for the school, their role involves serving as a liaison between the master and career teachers to ensure all teachers are receiving the support necessary to improve their instruction and increase student achievement. By including mentors who are provided release time, the TAP model ensures that all teachers have the opportunity to be mentored.

### **SPECIFIC QUALIFICATIONS REQUIRED:**

- Bachelor's degree and full credentials OR alternative certification, including passing level on elementary subject matter assessments and professional knowledge assessments
- Portfolio and a classroom demonstration showing instructional excellence
- Student data that illustrates the teacher's ability to increase student achievement through utilizing specific instructional strategies
- Minimum of two years teaching experience
- Recommended by the principal, TAP director and master and mentor teachers
- Excellent instructor and communicator with an understanding of how to facilitate growth in adults

**GENERAL STATEMENT OF RESPONSIBILITIES:** Mentor teachers are actively involved in enhancing/supporting the teaching experience of career teachers. Through the leadership team, they participate in analyzing student data and creating the academic achievement plan. With oversight and support from the master teacher, they lead cluster meetings and, as a result, mentor teachers also provide classroom-based follow-up and extensive feedback on the instructional practices of career teachers. Planning for instruction is in partnership with other mentor teachers and career teachers, with the input and guidance of the master teacher. Mentor teachers are required to engage in professional development activities that are both self and team directed.

- Through analysis of student data, create the school academic achievement plan
- With oversight of the mater teacher, plan and facilitate group meetings during Professional growth Blocks and provide appropriate follow-up
- Team teach with colleagues, demonstrate model lessons, and develop and help implement curriculum
- Observe and provide peer assistance and coaching toward meeting teachers' IGP goals
- Evaluate teacher performance using the TAP Rubrics
- Participate in all TAP trainings and become a Certified TAP Evaluator
- Work an expanded calendar year

**PHYSICAL REQUIREMENTS:** Light physical demands; standard office environment with frequent use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** The principal, TAP director, master teachers and other mentor teachers will evaluate mentor teachers through announced and unannounced observations on an ongoing basis. (*See TAP Evaluation and Compensation Guide.*)