



## Littleton Elementary School District Position Description

**TITLE: Teacher on Assignment – New Teacher Mentor**

**CLASSIFICATION: Exempt**

**REPORTS TO: School Principal**

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Mentor Teacher will provide non-evaluative support to beginning teachers (0-3 years of experience). They will observe and meet with their assigned beginning teachers for a minimum of 2 hours per week to work on curriculum, lesson planning, classroom management, instructional strategies and other district initiatives. Mentor teachers will be assigned up to 15 beginning teachers as their responsibility throughout the year. In addition to these 15 beginning teachers, Mentor Teachers may be asked to assist in mentoring of other teachers throughout the year. The Mentor Teachers will participate in intensive training and will provide professional development to their peers and beginning teachers. Mentor Teachers will provide regular reporting to the Teaching & Learning department and school site leadership on their activities and progress.

### **PRINCIPAL DUTIES, KNOWLEDGE, AND SKILLS REQUIRED:**

- Builds relationships with beginning teachers for the purpose of establishing an environment of trust and collaboration and providing emotional support
- Coaches and assists beginning teachers with teaching strategies, lesson planning, classroom management and identification of curriculum resources for the purpose of improving instruction and success of teacher.
- Collaborates with other mentors, coaches and Teaching & Learning department staff for the purpose of supporting beginning teachers along with planning and implementing professional development opportunities.
- Models professionalism at all times for the purpose of demonstrating expected behaviors and actions of master teachers.
- Participates in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required perform functions.
- Prepares and maintains a variety of manual and electronic files and/or records for the purpose of demonstrating program benefits and complying with regulatory requirements and established guidelines.
- Prepares a variety of written materials for the purpose of documenting activities, providing written reference and/or conveying information including professional development materials and mentoring guide updates.
- Strong verbal and written communication skills
- Ability to work successfully with students of all grade levels
- High level of adaptability
- Perform any other assigned duties

**MINIMUM QUALIFICATIONS:**

Valid teaching certificate and a minimum of five years of successful teaching experience, or a combination of education and experience sufficient to successfully perform the essential duties of this position.

**REQUIRED LICENSE/CERTIFICATION:**

Arizona Department of Education Certification  
National Board Teacher Certification  
Valid AZ Fingerprint Clearance Card

**PHYSICAL REQUIREMENTS:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, corrected to 20/20, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift (exerting force up to 50 pounds), carry, push, or pull.

**TERMS OF EMPLOYMENT:**

10 Month Work Calendar  
301 Performance Pay is attached to this position

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Governing Board's policy on evaluation of certified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_