

WALL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: First Year Mentor Teacher

REPORTS TO: Building Principal

REQUIREMENTS: Tenure in the district or 3 years teaching experience

PERFORMANCE RESPONSIBILITIES:

Training:

- The mentor teacher shall attend a three-hour training session with his/her novice teacher during the summer months.
- The mentor will attend two one-hour support sessions to be held during the school year. In all probability, these sessions will be held on the two in-service days. (In the event these sessions are held outside the regular workday, the mentors will be paid to attend.)
- After the first year of implementation, mentors who attended the first year training sessions shall be obliged to attend only one hour of summer training and the two hour long follow-up support sessions.

Planning Meetings:

- The mentor teacher shall meet with the novice teacher a minimum of two times per marking period for the purpose of collaborative lesson planning.

Observations:

- The mentor teacher shall observe the novice teacher a minimum of two times during the first month of school and once every other month. The cumulative annual observation time must be no fewer than three hours.
- During the observation, the mentor teacher shall focus on classroom activities, including instructional techniques and curriculum, classroom management and teacher performance.
- At no time will the mentor teacher be expected to make evaluative comments about the new teacher. All observations and feedback provided by the mentor to the provisional teacher are for the purpose of professional development and support and should be considered confidential.

Consultation Meetings:

- The mentor teacher shall consult with the novice teacher a minimum of six times per year to discuss observations, behavior management, instructional techniques, assessment, instructional materials, students with special needs, parent conferencing and communication, crisis management, setting appropriate levels of expectations for student achievement, and any other mutual concerns.

Documentation:

- Log of Contacts
The mentor will maintain a log of all hours associated with the mentoring process. The mentor teacher and the novice teacher shall sign off on each entry. Any log information other than the hours of contact shall remain confidential.

Approved: September 18, 2001