

WALL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: Second Year Mentor Teacher

REPORTS TO: Building Principal

REQUIREMENTS: Tenure in the district or 3 years teaching experience

PERFORMANCE RESPONSIBILITIES:

Training:

- The second year mentor teacher shall attend the summer training session only if he/she has never been a mentor before. The exception to this requirement is during the summer of 2001, in which all second year mentors shall attend the training session. Thereafter, second year mentors with experience shall be required to attend a one-hour support session to be held during the school year.

Planning Meetings:

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

Observations:

- The mentor teacher shall observe the novice teacher once per marking period.

Consultation Meetings:

- The mentor teacher shall consult with the novice teacher a minimum of four times per year.

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