

	New Teacher Mentor
	Salary \$30.00 per hour

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Master’s degree or an Advanced Professional Certificate.
- Must hold a Maryland Teaching Certificate or be working toward renewal.
- Evidence of active participation in professional growth activities and/or organizations.
- Minimum of five (5) years of successful teaching experience.
- Minimum of two (2) years of experience in related leadership role and/or experience in providing training, mentoring, and/or instructional assistance to staff.
- Knowledge and experience with current instructional methodologies and current trends in curricular development.
- Expertise in classroom teaching, instructional planning and effective classroom management.
- Evidence of exemplary organizational and human relation skills.
- Knowledge of adult learning theory and peer coaching techniques.

ESSENTIAL JOB FUNCTIONS:

- Demonstrate appropriate teaching techniques and provide appropriate resources to assist new teachers.
- Work closely with teachers (regular and special education) in the handling of daily responsibilities.
- Model pedagogical practices that lead to student success as well as effective classroom practices that address the identified needs of new teachers including: Coteaching and Co-planning.
- Analyze and discuss the use of data and pre/post assessment results that will lead to instructional decisions.
- Complete a log of all activities between the mentor and the new teacher including classroom visits, conferences and support team meetings.
- Meet with building principal as necessary to discuss the mentoring process, the needs of the assigned beginning teacher, and other related matters.

- Use instructional and workplace technologies. Access network and internet resources, use word processing, email and attachments, maintain mentor related database, and support teacher use of classroom technologies.
- Provide written feedback to new teachers.
- Coordinate visits and reflections with master teacher classrooms.
- Collaborate with the school to coordinate additional school based support for all new teachers.

This position is responsible for the listed duties and responsibilities and others related to this position as determined by the Program Administrator.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.