



Gaston County Schools

Beginning Teachers (BT) Mentor Specialist

Definition

The employee in this position will work directly with new teachers in the school district and will coordinate the mentor teacher program. Duties will include, but are not limited to, mentor recruitment and training; assessment of mentor services provided to her teachers; participation in recruitment and retention efforts for new teachers; attend local, regional, and state staff development meetings in applicable areas; and, performs any other work related duties as assigned.

Minimum Education and Experience

- Master's degree in field of education or enrolled in Master's program.
- Licensed as Teacher in North Carolina.
- Minimum of seven (7) years teaching experience.
- Served as Mentor.
- Experience presenting to & working with adults.

Knowledge, Skills and Abilities

- Ability to work with teachers, school based administrators, and Central Office staff.
- Skilled in Microsoft Office Applications and GoogleDocs (demonstration may be required, if interviewed).
- Strong, professional written and oral communication skills.
- Requires the ability to speak and write to convey and/or exchange information including giving instructions, assignments, or direction to subordinates or assistants.
- Requires the ability to read a variety of correspondence, reports, policies, forms, charts, etc. Requires the ability to prepare correspondence, reports, budgets, personnel records, proposals, forms, studies, etc. with excellent punctuation, grammar, diction, and style.
- Requires the ability to speak before a variety of groups with poise, voice control, and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems' collect data; establish facts and draw valid conclusions; to interpret forms, illustrations, and instructions; and, to deal with the abstract and concrete.
- Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions.
- Must be able to communicate effectively and efficiently in a variety of understandable technical and professional languages.
- Thorough knowledge of the principles, procedures, and practices of public school personnel administration, particularly in the areas of licensure and beginning teachers.

Duties and Responsibilities

- Works directly with new teachers and provides assistance and support to these individuals.
- Duties will include support of new teachers in order to improve the rate of teacher retention in the Gaston County Schools.
- Develops annual Beginning Teacher Support Program Plan.
- Coordination of the BT program.
- Coordinates BT of the Year selection process and recognition program.
- Conducts BT meetings.
- Audits BT files.
- Coordinates the mentor teacher program for the school district.
- Conducts mentor training and mentor update sessions.
- Maintains monthly mentor/BT meetings (as applicable).



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- Participates in teacher recruitment efforts.
- Facilitates required lateral entry training.
- Attends local, regional, and state staff development and meetings in applicable areas.
- Conducts sub training.
- Creates and publishes newsletters.
- Develops annual board report.
- Completes state reports.
- Assists with teacher induction program.
- Coordinates tuition reimbursement.
- Other duties as assigned.

This Position reports to: Assistant Superintendent of Human Resource Services

Classification: Exempt

Salary: NC Central Office Salary Schedule

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside Applicants may use Gaston County Schools employees as References
- Complete online application
 - Upload cover letter to application
 - Upload current résumé to application

The following documents must be uploaded to online application:

- Copies of **official** college transcripts (degree-dated)
- Three completed current Administrative Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of Certifications/Licenses, if applicable
- Copy of last evaluation



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Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Kim Mattox, Assistant Superintendent
Human Resource Services
Gaston County Schools
1351 Bradford Heights Road
Gastonia NC 28054
Email: kimattox@gaston.k12.nc.us