

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**August 30, 2021**

**District Lead Mentor Coach  
Administration Building  
10 Month, Full-Time  
KEA Salary Schedule**

## **Job Description**

The Lead Mentor Coach is committed to recruitment and development of new teachers including supporting mentor teachers, members of the Urban Teacher Residency Program, and YES club advisors in an ongoing effort to improve teaching and learning in classrooms within the district.

## **Scope of Responsibilities**

The Lead Mentor Coach will work under supervision of the Director of Curriculum and Instruction. They will work in collaboration with HR to facilitate and be a liaison with all teacher pathway programs. Works with all mentor and mentee programs within the Kalamazoo Public School District.

## **Performance Responsibilities**

1. Support, develop, and lead a team of instructional mentors.
2. Support, develop, and sustain partnership with principals, other school leaders, Central Administration, Western Michigan University, New Teacher Center, Michigan Department of Education and other partnerships.
3. Provide one-on-one coaching support to teachers; organize data for analysis and decision making.
4. Lead teacher professional development and/or professional learning communities.
5. Provide oversight and guidance of the New Teacher Center Mentoring Program for teachers within their first 3 years of teaching.
6. Provide training/coaching of new teacher mentors.
7. Provide mentoring and guidance for the Proud Michigan Educator Teacher Leaders, including YES Clubs and expansion to elementary schools.
8. Provide mentoring and oversight to the Urban Teacher Residency Program in collaboration with Western Michigan University.

9. Design, facilitate, and attend professional development and professional learning communities including a) Facilitate communication between vested stakeholder groups; b) Provide feedback and on-the-ground insights to teacher mentors.
10. Monitor the completion of the Mentor logs
11. Respond via phone, email, and video conference
12. Travel in-district and occasionally out of district
13. Provide positive public relations and customer service

### **Minimum Qualifications**

1. Must have a bachelor's degree in education.
2. Ability to speak clearly and express ideas clearly.
3. Good personal appearance and grooming.
4. Must show initiative and be a self-starter.
5. Must be able to connect to and motivate in stressful situations.
6. Knowledge of effective models of coaching/mentoring.
7. Experience mentoring/coaching beginning teachers or coaching teachers.
8. Willingness to work additional time outside of the regular instructional day and attend professional development sessions.
9. Strong working knowledge of formative assessment tools and protocols.
10. Ability to handle the physical requirements of the job: bending, lifting.
11. Ability to maintain necessary energy and composure to work successfully with administrators, teachers, and staff members.
12. Ability to develop a rapport with all District stakeholders.
13. Evidence of a desirable work record (i.e., low absenteeism, good job performance, flexibility).
14. Ability to work with ambiguity in the workplace.

### **Desirable Qualifications**

1. Master's Degree in Educational Leadership or Research.
2. Knowledge of a variety of evaluation processes.
3. Knowledge of current research on teaching and learning.
4. Experience in a diverse, urban school setting.
5. Experience in leading change across multiple schools and creating change on a larger scale.

### **Questions Please Contact:**

Steve Leland, Administrative Personnel Officer  
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lelandsp@kalamazoopublicschools.net

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