



TEACHER, FELLOW MENTOR - ELEMENTARY

Rev. May 2026

Job No.: T112

Reports to: Principal & Texas State Teacher Fellows Director

Dept./Campus: Assigned Campus/TSU

FLSA Status: Exempt

Pay Grade: Teacher Scale

Term: 187 days

PRIMARY PURPOSE:

To support Texas State Teacher Fellows in developing competencies and skills to function successfully in Texas elementary schools. Provide Teacher Fellows with appropriate support designed to reduce or eliminate problems frequently reported by first year teachers. Provide supervisory and instructional assistance to Texas State preservice field-based teacher preparation program.

MAJOR RESPONSIBILITIES AND DUTIES

- Participate in the training program offered by Texas State University/San Marcos.
- Schedule weekly observations and support meetings with assigned Teacher Fellows during the period of the Teacher Fellows' induction year.
- Provide support to assigned Teacher Fellows as prescribed by the Teacher Fellows program.
- Conduct a follow-up conference after each observation.
- Make frequent informal visits to the classroom of assigned Teacher Fellows for the purpose of providing support and encouragement.
- Provide professional support and guidance to the Teacher Fellows in the following areas:
 - information related to procedures, guidelines, or expectations of the school district
 - information about materials or other resources available for Teacher Fellows use
 - information about teaching and assessment strategies
 - support through empathetic listening and sharing experiences
 - guidance and ideas related to discipline and managing students
 - information about organizing and planning the school day
 - analysis of the physical arrangement and provisioning of the classroom
 - demonstration teaching
 - information related to working with parents
 - facilitate the Teacher Fellows in reflective thinking
 - assist the Teacher Fellows in goal setting, problem solving and self-evaluation
 - support Teacher Fellows during stress points (opening of school, first report card, etc.)
 - reduce the feeling of isolation and despair commonly experienced by first-year teachers.
- Co-teach with Teacher Fellows for the purpose of assisting Teacher Fellows in implementing effective instructional strategies.
- Assist Teacher Fellows in analyzing and improving preparation for teaching and implementation of teaching strategies.
- Arrange for and mediate classroom visitations for the purpose of showing Teacher Fellows other teachers instructing in their classrooms.
- Present a positive role model for Teacher Fellows.
- Co-teach Teacher Fellows cohort classes and seminars with Texas State professors to demonstrate classroom instructional practices.
- Establish and maintain communication with building principal(s) and Texas State Teacher Fellows program staff.
- Demonstrate interest and initiative in professional improvement.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Maintain a professional relationship with Teacher Fellows, other Exchange Teachers, Texas State Teacher Fellows program staff, and district school staff .
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all reports, records, and other documents required.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Provide support to regularly assigned Teacher Fellows.
- Provide supervision to regularly assigned preservice teacher preparation students in field-based settings.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate appropriate to subject and grade level assigned.
- Five years of successful teaching experience at the elementary school level.
- Demonstrated participation in professional development activities.

Knowledge/Skills/Abilities:

- Knowledge of elementary curriculum; academic areas taught in elementary school; and implementing effective instructional strategies.
- Skill in working effectively with adults and children; and working effectively with novice teachers.
- Ability to communicate (verbal and written); instruct; maintain emotional control under stress; ability to manage time; solve problems; and travel to schools and classrooms of assigned Teacher Fellows and on-site classes and Texas State University to attend regular meetings and training programs.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain composure and professionalism at all times.
- Frequent standing, stooping, bending, pulling and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.