



SPECIALIST, INDUCTION AND MENTORING

Rev. July 2025

Job No.: 3515

Reports to: Director of Professional Learning

Dept./Campus: Curriculum & Instruction

FLSA Status: Exempt

Pay Grade: 305

Term: 226 Days

PRIMARY PURPOSE:

To manage, support, and continuously improve the induction and mentoring programs and other professional learning efforts.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Support the development and implementation of a comprehensive guaranteed and viable professional learning framework.
- Collaborate with appropriate staff to manage, support, and continuously improve the new-to-profession induction and mentoring programs and resources based on feedback, systematic review, and data analysis.
- Support the induction of all new-to-Leander ISD staff.
- Support campus-based lead mentors/instructional coaches, as well mentors of new-to-profession teachers.
- Collaborate with the Learning & Innovation Department and other staff to achieve department objectives.
- Manage databases and professional learning applications for professional learning events.
- Assist with professional learning projects as assigned.
- Coach and assist district and campus leaders in applying research-based professional learning practices.
- Provide professional learning (in varied formats) to support district initiatives and identify needs of staff.
- Research and integrate findings about the field of adult learning and best practices.
- Serve as a member and/or facilitator of district and community teams as appropriate.
- Promote and guide continuous improvement that includes gathering data in multiple forms and from multiple sources, analyzing it, reflecting on current practices, and initiating refinements and improvements to current practices.
- Promote the district vision, initiatives, and culture.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.



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SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Texas Teacher Certification preferred, with at least three years of classroom teaching experience.
- Experience as a new teacher mentor and/or instructional coach preferred.
- Experience which includes practical application of continuous improvement, experience in planning and providing professional learning, and experience in project management.

Knowledge/Skills/Abilities:

- Knowledge of Google applications; data analysis techniques; and practical application of continuous improvement strategies and tools.
- Skill in time management; organization; and written and oral communication.
- Ability to coordinate multiple tasks; and speak to large groups.

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.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to make information presentations, inside and outside the organization.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times