



## SCS New Teacher Mentoring Program Job Descriptions

### Job Descriptions

The principal will assign a **mentor coordinator** in each school. The mentor coordinator will assume the duties for implementing the mentor program at the school. A mentor will be assigned to each first and second year teacher. First-year teacher is defined as one who has less than one semester of teaching experience.

#### The **Principal** will:

- Develop a committee including the mentor coordinator to assign mentors
- Oversee implementation of the New Teacher Mentoring (NTM) Program
- Meet at least once per grading period with the mentor coordinator

#### The **Mentor Coordinator** will:

- Commit to the mentor program by signing the Mentor Coordinator Commitment.
- Work with the principal and committee to match mentors to first-year teachers
- Assist the mentors and mentees in solving problems as needed
- Collect documentation (Monthly calendars, observation forms and mentor/mentee contracts)
- Communicate information pertaining to ALL new teachers, such as Lee v. Macon, Wellness PD
- Keep the principal informed on program implementation
- Participate in mentor training as required by the district
- Turn in documentation to the PD Office before November and April deadlines

**Mentor Coordinators will NOT receive a stipend UNLESS they are also serving as the mentor for a first or second year teacher.**

#### The **First Year Teacher Mentor** will:

- Commit to the mentor program by signing the Mentor/Mentee Contract and Confidentiality Agreement
- Meet with the first-year teacher weekly
- Work with first-year teacher on personal, professional, and instructional issues included on the district New Teacher Mentoring (NTM) Collaboration calendar Year 1.
- Sign the district NTM Documentation Calendar Year 1 weekly with mentee and submit it to the mentor coordinator by the end of each month.
- Visit the new teacher's classroom or watch the mentee's self-reflection video to offer guidance and support
- Allow first-year teacher to observe your classroom or help arrange an observation
- Keep all communication with the mentee confidential unless someone is in danger
- Meet with the mentor coordinator a minimum of once per nine-week grading period
- Participate in mentor training as required by the district

- Turn in all documentation to the mentor coordinator before the November and April deadlines

The **Second Year Teacher Mentor** will:

- Commit to the mentor program by signing the Mentor/Mentee Contract and Confidentiality Agreement
- Meet with the second year teacher regularly
- Work with teacher on personal, professional, and instructional issues included on the district New Teacher Mentoring (NTM) Collaboration calendar Year 2.
- Sign the district NTM Documentation Calendar Year 2 weekly with mentee and submit it to the mentor coordinator by the end of each month.
- Visit the new teacher's classroom to offer guidance and support
- Review the Year 2 New Teacher Mentoring Choice Board with the teacher to help choose one activity for each semester
- Keep all communication with the mentee confidential unless someone is in danger
- Meet with the mentor coordinator a minimum of once per nine-week grading period
- Participate in mentor training as required by the district
- Turn in all documentation to the mentor coordinator before the November and April deadlines