



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

MENTOR TEACHER

QUALIFICATIONS:

1. Possesses appropriate certification for subject area and/or grade level teaching in New Jersey.
2. Has completed a minimum of four years of teaching experience in the Holmdel Township School District.
3. Certification in the subject area(s) and/or grade level(s) of the beginning teacher to be mentored is preferred.
4. Expresses a willingness to work with beginning teachers.
5. Demonstrates expertise in classroom teaching and instructional planning as well as effectiveness in student management.
6. Displays evidence of continued professional growth throughout his/her teaching career.
7. Successfully completed required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To provide support for a beginning teacher in accordance with state law and code as well as district policy. (N.J.A.C. 6A:9-8)

PERFORMANCE RESPONSIBILITIES:

1. Participate in district mentor training program.
2. Facilitates a compatible working relationship with the beginning teacher by discussing expectations and arriving at a mutual understanding about how best to work together.
3. Assesses the background of the beginning teacher and provides, in cooperation with the Principal, Director of Curriculum and Instruction and

other appropriate personnel, an amount of support indicated by this background.

4. Orients the beginning teacher to the district/school policies, procedures and expectation in conjunction with the Principal and other appropriate personnel.
5. Visits the beginning teacher's classroom to provide feedback, coaching and support but not to evaluate the individual.
6. Models effective teaching techniques.
7. Is accessible for on-going informal support and consultation.
8. Maintains a record/log of activities related to the mentoring of the beginning teacher and provide feedback to appropriate district personnel about the mentoring process.
9. Meets with building principal as necessary to discuss the mentoring process, the needs of the assigned beginning teacher, and other related matters.
10. Performs all other tasks and assumes such other duties as designed by the building principal or designated school administrator.

TERMS OF EMPLOYMENT: Ten month year. Salary established in accordance with guidelines of the New Jersey Department of Education for the Beginner Teacher Induction Program.

EVALUATION: Performance of the position will be evaluated in accordance with the Board's policy on the Evaluation of Certificated Staff and requirements of the New Jersey Department of Education.

SOURCE: Regular Board Meeting

DATE: March 13, 1996

REVISED: **February 23, 2005**