

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: District Mentor Teacher (11 months)**Department:** Instruction**Calendar:** 220 days**Grade:** Teacher Salary Schedule**Job Description****Date Reviewed:** January 2024**Reports To:** New Teacher Induction Coordinator**Purpose of Job**

The job of the District Mentor Teacher was established for the purpose(s) of providing systematic, personalized support to new teachers including guidance on classroom management, designing and delivering effective instruction, and deepening understanding of pedagogical strategies. The mentor will assist new teachers in navigating district and school-level resources and will facilitate opportunities for collaboration and networking. The district mentors meet regularly as a team for a facilitated discussion on common problems beginning teachers face and to seek advice and assistance from other advisors to design appropriate intervention strategies. Each mentor will be assigned a group of schools for which they will conduct classroom visits, model lessons, co-teach, collaboratively plan, provide actionable feedback, promote reflection, and support the new teachers in goal-setting in collaboration with the New Teacher Induction Coordinator and Facilitator.

Essential Duties and Responsibilities:

- Assesses skills and needs (both initially and ongoing) of teachers new to Clarksville Montgomery County Schools and/or the profession to ensure appropriate support and coaching as measured by outlined teaching competencies.
- Communicates regularly with building administration to align support and create individualized goals for new teachers to enhance instructional practices and content knowledge.
- Builds relationships with new teachers in the district to establish an environment of trust and collaboration and provide emotional support.
- Coaches and assists new teachers with teaching strategies, lesson planning, classroom management and identification of curriculum resources to improve instruction and help new teachers become successful.
- Collaborates with curriculum specialists, academic coaches, and site-based induction specialists to construct exemplary lessons; identify professional learning needs of CMCSS new teachers; and plan and coordinate professional learning opportunities linked to changes in curriculum, teacher needs, and job competencies.
- Consistently provides specific, actionable, high-quality feedback that is focused on individual goals and aligned to feedback being provided to new teachers across layers of support.
- Models professionalism at all times to demonstrate expected behaviors and actions.
- Participates in meetings, workshops, and training to convey and/or gather information required to perform functions.
- Facilitates late-hire district orientation content sessions as needed.

- Prepares and maintains various manual and electronic files and/or records to demonstrate program benefits, provide up-to-date references, and comply with regulatory requirements and established guidelines.
- Prepares various written materials (e.g., lesson plans, memos, letters, etc.) to document activities, provide written references, and/or convey information.
- Collaboratively plans, models, and co-teaches lessons to demonstrate best practices in instruction, planning, and classroom management.
- Participates and facilitates COMP training for teachers as needed

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Additional Job Functions

Performs other duties as required.

Evaluation:

This job's performance will be evaluated per provisions of the Board's policy on the Evaluation of Professional Personnel. (TEAM & 360 Surveys)

Minimum Training and Experience Required to Perform Essential Job Functions:

- Bachelor's degree required, master's degree preferred
- Minimum five years successful experience in classroom teaching in the subject for which he or she will serve as consultant.
- Professional teacher license with endorsement in the assigned area of expertise or any equivalent combination of education, licensure and experience that provides the requisite knowledge and skills
- Tennessee driver's license

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;

- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date