

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title:** Job-Embedded Mentor Teacher      **Department:** Instruction: Professional Learning

**Grade:** Hourly Stipend

**Date:** June 2024

**Reports To:** New Teacher Induction Coordinator

**Purpose of Job**

The purpose of this position is to provide ongoing, systematic support to job-embedded practitioners. Mentors will provide high-quality feedback through observation cycles to refine instructional practices and help job-embedded practitioners to facilitate successful completion of their respective programs of study required to earn licensure.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Works primarily alongside job-embedded practitioners in their second and third year of teaching to provide ongoing, high-quality feedback related to instructional design, delivery, and classroom management
- Establishes relationships with assigned job-embedded practitioners and maintains monthly in-person classroom visits and feedback cycles
- Serves as a mentor for assigned practitioners, assuming roles that include listener, coach, collaborator, teacher, facilitator, advocate, and resource provider
- Complies with district, state and federal policies, laws, and regulations regarding new teacher induction and related licensure issues
- Participates in regular professional learning to strengthen knowledge and skills and to build instructional capacity
- Promotes use of consistent instructional framework and research-based strategies in working with practitioners, provides resources, and connects to school or district-level support as needed
- Collaborates with Induction mentors, district mentor teachers, academic coaches, technology integration specialists, and/or curriculum consulting teachers as needed to support the improvement of mentee teachers
- Supports administration in each assigned school in the development of job-embedded practitioners

**Minimum Training and Experience:**

- Bachelors Degree in Education required. Masters Degree preferred.
- Requires a minimum of 5 years of exemplary classroom teaching experience, solid knowledge base of principles of adult learning, coaching skills and experience in designing, developing and implementing quality professional learning.

**Special Requirements:**

- Must possess a teaching certificate from the State of Tennessee.
- Must possess a valid state issued driver's license.

**KNOWLEDGE OF JOB**

Ability to work with adult learners. Masterful knowledge of curriculum and best practices and staff development strategies, leading to the successful development of new teachers. Ability to effectively communicate both orally and in writing. Must possess high-level interpersonal skills and solid leadership abilities to maintain effective relationships with school staff, supported population, and the public. Ability to maintain complete and accurate records. Ability to plan and evaluate strategies for new teacher development. Ability to use technology efficiently.

**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.

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**Employee's Signature**

**Employee's Munis Number**

**Date**