

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Position Title: **Mentor Teacher – Second Year Support**

Responsible to: Building Principal/Asst. Supt. for Instruction

Primary Functions: To function as one source of support and guidance for second year teachers during the induction year.

Major Responsibilities: 1/ To provide at a minimum 12 hours of support for the new teacher. The support should at a minimum be broken down into:

1 hour of orientation activities prior to the first day of school including policies and curriculum organization.

4 hours of interactions in the first month of school that include:

1 hour of conferencing re : state standards and Individual Mentoring Plan (IMP).

2 visits to the classroom (at least 1 in each two week period).

1 hour of post and pre-conferencing relating to the observed needs of the second year teacher focusing on teaching methodologies appropriate to content area.

3 hours of interactions in the 2nd month including:

1 hour of pre-conferencing and review of IMP

1 visit to the classroom.

1 hour of post-conferencing and objective setting.

2 hours of interactions in the 3rd month including:

½ hour of conferencing re: IMP

1 visit to the classroom.

½ hour of post-conferencing.

2 hours of other support activities that will conclude by the end of the sixth month and will include at a minimum arranging for modeling activities, review of IMP and consultation with informal support.

2/ Establish and maintain a log documenting the dates and general nature of the interactions 3/ maintain confidentiality regarding specific observations 4/ serve in a non-evaluative support role.

Qualifications: NJ teaching certification; location in the same building as the induction teacher; successful teaching experience greater than three years.