Position Description

Position: Peer Assistance and Review Mentor Teacher
Grade: TRUE Schedule 7
Board Approved: 5/3/2016
FLSA: Exempt

Summary

Under the direction of the PAR Panel the Mentor Teacher (MT) will ensure Participating Teachers are taught to effectively utilize formative and summative assessments to appropriately design engaging and meaningful instruction for students. This position provides direct support with instructional practices, modeling, and coaching to teachers in order to ensure effective teaching and high quality first instruction for all students.

Essential Duties and Responsibilities

- The MT may be assigned to work with Induction Teachers (BTSA) and teachers who volunteer for PAR, as services are available.
- Meet with the Participating Teacher and the Principal or designee to establish goals and develop a plan to meet those goals.
- Conduct a minimum of one (1) announced and two (2) unannounced observations per six-week cycle of the Participating Teacher (PT) during classroom instruction to provide feedback and instruct ongoing support.
- Support and monitor the progress of the Participating Teacher for the purpose of providing feedback to the teacher and checking for understanding.
- Use appropriate school district resources to assist the Participating Teacher including but not limited to provide modeling and coaching in the classroom of the Participating Teacher.
- Offer various forms of assistance to the Participating Teacher including, but not limited to, demonstrating, observing, coaching, or referring to training opportunities.
- Participate in the PAR training designated by the PAR Panel.
- Inform the PAR training designated by the PAR Panel.

Qualifications

- Knowledge and Skills
  Demonstrated understanding and ability to implement the California State Standards and imbedded instructional strategies of communication, collaboration, critical thinking, and creativity. Evidence of instructional leadership (e.g. team leader, resource teacher, interdisciplinary resource teacher, department chair, Quality Management Council member, system wide committees, etc.)
  Knowledge of best practices in instructional strategies, including high quality first instruction, for the improvement of classroom instruction. Demonstrated ability to analyze student results and achievement data and to implement appropriate strategies to meet student needs. Excellent communications, interpersonal and leadership skills. Ability to coach and mentor adults in need of professional assistance.

- Abilities
  Requires the ability to perform all of the duties of the job that support its objectives. Requires the ability to plan and prioritize, in order to meet yearly schedules and timelines. Requires the ability to learn and apply pertinent legislation, regulations, and district requirements for performance. Requires the ability to lead and work with school improvement initiatives for narrowing student achievement gaps and improving overall achievement. Position requires the
ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting.

- **Physical Abilities**
  Requires sufficient visual acuity to recognize words and numbers. Requires hand-arm-eye coordination to use a computer keyboard and retrieve files from standing forward flexing and seated positions. Requires auditory capacity to speak and hear in public settings.

- **Education and Experience**
  - A credentialed teacher with permanent status.
  - Five (5) years of recent experience (three of which must have been as a classroom teacher) in classroom instruction.
  - Must have Teacher Evaluation score of Meets or Exemplar on all Twin Rivers Unified School District evaluations.

- **Working Conditions**
  Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*