

**McDowell County Schools
Job Description**

POSITION: Mentor Teacher

REPORTS TO: Site Principal

DEPARTMENT: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: At least one hour per week during the first half of the school year and a minimum of one hour every two weeks during the second half of the school year.

COMPENSATION: \$300 per Semester

JOB SUMMARY: A regular professional employee providing support for beginning teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to abiding by established laws, policies, rules and regulations, the Mentor Teacher shall have the following extra-duty responsibilities and duties:

1. Assist with the orientation of the beginning teacher.
2. Serve as a member of the support team to provide appropriate staff development activities and supervision to the beginning teacher to assure her/his competence to teach.
3. Schedule joint planning periods with the beginning teacher throughout the year.
4. Observe the classroom teaching skills of the beginning teacher for at least one hour per week during the first half of the school year and a minimum of one hour every two weeks during the second half of the school year.
5. Hold a minimum of weekly meetings during the first semester and biweekly meetings during the second semester with the beginning teacher to discuss her/his performance and any needed improvements.
6. Attend the monthly meetings of the professional support team that is chaired by the principal.
7. Secure release time from regular duties, as approved by the principal, in order to assist the beginning teacher.
8. Provide information to the principal who will complete the final evaluation of the beginning educator's success in the internship program.

QUALIFICATION REQUIREMENTS: The successful candidate must be a regular professional employee preferably at the same school and in the same subject area as the beginning teacher and must be willing to attend the Beginning Educator Internship Training..

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

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