

POSITION DESCRIPTION

TITLE:	Mentor	SUPERVISOR:	Building Principal
DEPARTMENT:	District	CLASSIFICATION:	Extra Duty

I. Accountability Options:

Provide and maintain a positive relationship with the initial educator.

II. Position Characteristics

Salary: Per Employee Handbook

Length of Appointment: Annual Letter of Appointment

III. Position Relationships

Reports to: Building Principal

Coordinates with: Building principals, building staff, students

IV. Position Qualifications

A. Required Qualifications:

Experienced professional educator employed by the district.

V. Position Responsibilities:

- A. Provide counsel, assistance, and support to the initial educator.
- B. Establish and maintain a positive relationship to the initial educator.
- C. Attend lunch with mentee during new teacher in-service.
- D. Attend monthly mentor/mentee meetings.
- E. Guide the mentee in completing the tasks on the mentee checklist.
- F. Perform other duties as may be assigned.