

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

MENTOR TEACHER

QUALIFICATIONS:

1. Possesses Bachelor's Degree or Higher Degree
2. Holds valid New Jersey instructional or educational services certificate, certificate of eligibility with advanced standing (CEAS), or certificate of eligibility (CE), with necessary and appropriate endorsements for the specific position, in accordance with state law and regulation.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Has completed a minimum of four years of teaching experience in the Rumson-Fair Haven School Districts and has taught full-time for at least two years within the last five years.
7. Certification in the subject area(s) and/or grade level(s) of the teacher to be mentored is preferred.
8. Expresses a willingness to work with novice teachers.
9. Demonstrates a record of success in the classroom, expertise in classroom teaching and instructional planning, as well as effectiveness in student management.
10. Displays evidence of continued professional growth throughout his/her teaching career.
11. Displays understanding that mentor is not the mentee's direct supervisor, and therefore does not have the authority to evaluate novice teachers.

12. Understands the social and workplace norms of the District and the community it serves.
13. Understands the resources and opportunities available in the District and is able to act as a referral source to the novice teacher.
14. Completes a comprehensive mentor training program as required by state regulations.
15. Maintains confidentiality with regard to novice teacher's concerns, skills and abilities at all times.

REPORTS TO: Director of Curriculum, Instruction, Student Data, State Reporting and Strategic Planning or designee.

JOB GOAL: To provide support and mentoring for non-tenured/novice teachers in accordance with NJ State laws and regulations, Board policy and regulations, and the district's mentoring plan.

SCOPE OF RESPONSIBILITY:

1. Participate in district mentoring training program.
2. Facilitates a compatible working relationship with the novice teacher by discussing expectations and arriving at a mutual understanding about how best to work together.
3. Assesses the background of the novice teacher and provides, in cooperation with the Principal, Director of Curriculum and Instruction, and other appropriate personnel, an amount of support indicated by this background.
4. Orients the novice teacher to the Board/school policies, regulations, procedures and expectation in conjunction with the Principal and other appropriate personnel.
5. Visits the novice teacher's classroom to provide feedback, coaching and support but not to evaluate the individual.
6. Provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the district's Commissioner-approved teaching practice instrument.
7. Provides one-to-one mentoring including planned, in-person contact time with the novice teacher as required by state law and regulations, and Board policy and regulations.

8. Models effective teaching techniques.
9. Is accessible for on-going informal support and consultation.
10. Maintains a record/log of activities related to the mentoring of the novice teacher as required by state law and regulations, and Board policy and regulations; and provides feedback to appropriate district personnel about the mentoring process.
11. Meets with building Principal as necessary to discuss the mentoring process, the needs of the assigned novice teacher, and other related matters.
12. Upholds and enforces school rules, administrative regulations and Board policy.
13. Performs all other responsibilities as the Principal or Superintendent may assign.

TERMS OF EMPLOYMENT: Ten-month work year, stipend-only position. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association, and by regulations for mentor-mentee teachers as determined the New Jersey Department of Education.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: March 28, 2022