



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Teacher Resource Specialist Trainer, Full-Release Mentor

FLSA Status: Exempt

Salary Grade, if non-union:

Pay Grade, if union: Teacher Salary Schedule

Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to support the growth and development of beginning teachers. Full-Release Mentors will provide beginning teachers support in multiple areas such as, but not limited to, instructional strategies, classroom management, analyzing student work, and differentiated instruction. Full-Release Mentors will utilize a variety of data collection tools and protocols that guide beginning teachers in reflecting on their practice and monitoring progress towards professional goals for instructional improvement. Individuals selected for the position of Full-Release Mentor will attend training and professional development throughout the school year through Mentor Academies, Weekly Mentor Forums, professional learning teams, and communities of practice. This position will serve a specified school or schools within the District.

Essential Functions of this Job

Interactions with Teachers:

Establish and maintain a trusting, confidential, and non-evaluative relationship with beginning teachers to help

develop their autonomy as professionals.

Demonstrate skillful use of mentor language.

Assist beginning teachers in reflecting on and analyzing their practice, reviewing student work, and using relevant data to inform instruction and enhance student achievement.

Model, as appropriate, innovative teaching methodologies through techniques such as co-teaching and demonstration lessons.

Provide opportunities for beginning teachers to observe exemplary practice by arranging inter-site visits.

Provide support in implementing beginning teacher professional development.

Encourage beginning teachers to identify instructional resources and support throughout the entire school community.

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Incorporate technology and analysis of data to advance both beginning teacher learning and classroom practice.

Promote collegiality and build community among participating beginning teachers.

Interactions with Principals, Assistant Principals, and District Staff:

Invite ongoing collaboration with administrators and district staff to ensure coherence between mentoring activities and school expectations.

Individual professional growth:

Fully participate in mentoring professional development, including Mentor Academies, Weekly Mentor Forums, peer mentoring partnerships, professional learning teams, and other area, team, and communities of practice.

Commit to growth along a continuum and engage in goal setting and reflection.

Professionalism in the workplace:

Commit to meeting or exceeding all performance targets established by program leadership.

Maintain and submit required documentation (including, but not limited to):

Mentoring logs on a weekly basis

Mentoring data analysis/records to drive decision making for beginning teacher development and student achievement

Current and accurate mentoring calendar reflecting scheduled meetings

Accurate time and attendance records

Demonstrate the highest standards of honesty, integrity, flexibility, and responsiveness.

Handle information in a confidential manner in accordance with established policies and legal requirements.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Demonstrate expertise in designing and implementing instruction, assessment, and methods that improve student achievement in the classroom.

Ability to implement innovative teaching methodologies.

Ability to collaborate and maintain confidential relationships with administrators and beginning teachers.

Experience related to adult learning (mentoring, professional development, teaching).

Demonstrated commitment to personal and professional growth and learning within a community of practice.

Willingness to engage in formative assessment processes, including non-evaluative, reflective conversations with beginning teachers using evidence of classroom practice and student learning.

Evidence of excellent oral, written, and technology skills.

Strong interpersonal and communication skills.

Proficiency in maintaining and managing regular communication and documentation.

Optimism for potential of beginning teachers and schools to effect change in the academic lives of students.

Understanding of classroom observation principles and processes.

Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a minimum of a Bachelor's degree in the field of education or a related area and a Florida Standard Teaching Certification are required. A Master's degree is preferred. A minimum of five years of recent and successful classroom teaching experience is also required. Designing, presenting, and facilitating adult learning experience is preferred as is successful teacher leadership experience.

Work Context:

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Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing and moving for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the district.

Local Code: 10279

EEO5: 43

Approval Date: 2016-04-26

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.