

**ADM COMMUNITY SCHOOL DISTRICT  
MENTOR TEACHER JOB DESCRIPTION**

**JOB TITLE:** Mentor Teacher

**CLASSIFICATION:** Certified

**IMMEDIATE SUPERVISOR:** Building Principal

**JOB SUMMARY:**

Provides mentoring and support to Resident Teachers with goals to refine teaching practices, provide support in understanding of district goals and objectives for student achievement and to improve the likelihood of the teacher's retention in the profession and district.

**QUALIFICATIONS:**

1. Standard Teaching License for State of Iowa
2. Completed at least three years of teaching, with a minimum of one year as a teacher in the Adel DeSoto Minburn School District
3. Successfully meets all Iowa Teaching Standards
4. Successfully completed or is willing to complete Mentor Training
5. Demonstrate a track record of successful informal mentoring/coaching
6. Evidence of deep understanding of the Iowa Core
7. Demonstrate a high level of organizational skills

**ESSENTIAL JOB FUNCTIONS:**

1. Become familiar with ADM's TLC Plan and work for its successful implementation.
2. Co-plan, co-teach, model best practice and provide coaching and feedback to help Resident Teachers Year 1 implement the Iowa Core with fidelity and meet student learning goals one half-day, every two weeks.
3. Co-plan, co-teach, model best practice and provide coaching and feedback to help Resident Teachers Year 2 implement the Iowa Core with fidelity and meet student learning goals one half-day, each month.
4. Conduct regular classroom observations of assigned teachers to gather information that will lead to instructional improvement through regular non-evaluative feedback.
5. Facilitate access to additional instructional resources such as Model Teachers or Instructional Coaches.
6. Work with Resident Teachers (Year 1 & 2) in the development of effective classroom management strategies and motivation techniques.
7. Assist the Resident Teachers in accessing other resources to improve services for students such as counselors, special educators, and interventionists.
8. Support or assist Resident Teachers as needed in creating and maintaining systems for communication of student goals, successes and concerns to parents.
9. Assist Resident Teachers as needed in the development of professional goals and individual growth plans.
10. Provide guidance and support to Resident Teachers in the implementation of curriculum and administration of district assessments.
11. Maintain appropriate confidentiality with records and professional relationships.
12. Work collaboratively and communicate effectively with other leadership positions, staff and community to strengthen all aspects of the instructional program.
13. Attend appropriate opportunities to keep abreast of current developments in educational strategies, curriculum and technology.

14. Attend meetings as assigned.
15. Provide documentation on duties assigned and performed.
16. Operate in accordance with board policies and see that all policies of the board pertaining to employee's area of jurisdiction are implemented.
17. Perform other duties as assigned by building and/or district administration.

**ANTICIPATED MEETING REQUIREMENTS:**

1. Meet with staff before or after school hours based on needs
2. Attend professional learning opportunities beyond the contract hours

**TERMS OF EMPLOYMENT**

1. Per ADM Board Policies and ADMEA Negotiated Agreement
2. Annually, applications will be accepted when the district determines the number of new hires
3. Performance feedback by Resident Teacher survey; quarterly; shared with building principal
4. Work additional 2 contract days
5. Additional compensation of \$1,000 annually

Adopted Date \_\_\_\_\_ Revised Date \_\_\_\_\_

It is the policy of the Adel DeSoto Minburn Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

May 31, 15