

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/2020	<u>INSTRUCTIONAL MENTOR</u>	1.7.52
Effective Date	Job Title	Index

Primary Function:

Form partnerships with classroom teachers by supporting them in curriculum development, classroom management, instructional strategies, assessment and professional learning. Provide coaching and modeling of effective teaching techniques within the framework of Multi-Tiered Systems of Support. Adapt coaching and mentoring approaches to the needs of the school/site and individual educator.

Supervised By:

School Administrator(s), Coordinator of Professional Learning, and/or assigned designee(s).

Essential Functions:

- E-1 Develop supportive interpersonal relationships with teachers and educational support staff.
- E-2 Provide coaching through observation and feedback, setting goals, reflection activities, one-to-one interaction.
- E-3 Provide professional learning to teachers and educational support professionals in large and small group settings.
- E-4 Demonstrate the use of effective instructional strategies through guiding, modeling, and co-teaching.
- E-5 Provide guidance and support for differentiated lesson planning to implement culturally responsive and sustaining pedagogies.
- E-6 Provide guidance and support for the implementation of classroom management and behavioral supports in the classroom.
- E-7 Provide guidance and support for the implementation of language acquisition strategies in the classroom.
- E-8 Maintain and model professionalism in the teacher/coach relationship when working with administrators and others in the profession.
- E-9 Support school administrators in the use of school data to accomplish the school improvement plan and district strategic plan.
- E-10 Consult and work with teachers and teacher teams on the appropriate use of assessments and the collaborative process of analyzing student learning data to inform instruction.
- E-11 Participate in regular consultations with other district and instructional personnel to share ideas and strategies based on research and best practice that support teachers in their work.
- E-12 Perform other duties as assigned.

Minimum Qualifications:

- a. Valid Oregon Teaching License
- b. Master's Degree or equivalent training

Work Environment

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Minimum Term of Employment:

See Licensed Employee Contract.

Salary Level:

Placement on the Salem-Keizer Public Schools Licensed Employee Salary Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the District's process for Evaluation of Licensed Personnel.

Salem-Keizer School District is an equal opportunity employer.