

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/18	<u>TEACHER IMPROVEMENT MENTOR</u> <u>PROGRAM ASSISTANT</u>	1.8.1.21
Effective Date	Job Title	Index

1. Primary Function: Provide facilitative coaching, mentoring and support to contract teachers designated as needing professional improvement so that they are able to:
 - Effectively use research – based instructional strategies.
 - Design lesson plans based on core standards.
 - Effectively manage student behavior and the classroom environment.
 - Conduct formative assessments that drive instruction.
 - Use high quality instructional materials and aids.
 - Actively and productively participate in their professional learning community.

2. Responsible to: Coordinator of Staff Quality, Coordinator of Special Programs and School Administrators.

3. Assigned Responsibilities:
 - 3.01 Develop supportive relationships with teachers.
 - 3.02 Use facilitative coaching and modeling to assist teachers to improve their skills and knowledge.
 - 3.03 Model effective teaching, management, and communication practices.
 - 3.04 Provide support for effective instructional practices, the use of appropriate curriculum, and student assessment procedures.
 - 3.05 Support teachers in finding ways to further differentiate the curriculum to meet the broad range of student needs.
 - 3.06 Provide ongoing classroom assistance through peer oriented observation and feedback.
 - 3.07 Assist teacher with preparation of lesson plans; interpreting and using curriculum materials and guides; organizing classroom procedures and rules; and reviewing school and district policies and procedures.
 - 3.08 Review data on student performance, analyze study work and provide constructive feedback to enhance and improve performance.
 - 3.09 Maintain contact logs and records of coaching, teacher training and interactions.
 - 3.10 Maintain confidentiality and professionalism in the teacher/coach relationship when working with administrators and others in the profession.
 - 3.11 Provide supportive leadership in program development and coordination for teacher improvement.
 - 3.12 Coordinate summer Re-Induction Seminar.

4. Key Relationships:
 - 4.01 Coordinator of Staff Quality
 - 4.02 Coordinator of Special Programs
 - 4.03 School Administrators
 - 4.04 Teacher needing professional improvement
 - 4.05 District Mentor Teacher

- 5. Minimum Qualifications:
 - 5.01 Certification/Licensure
 - 5.01.01 Valid Oregon teaching license.
 - 5.01.02 Five years successful teaching experience demonstrated to be a strong to exceptional teacher.
 - 5.01.03 Strong Interpersonal skills.
 - 5.01.04 Demonstrates leadership and organizational ability.
 - 5.01.05 Demonstrates knowledge of teaching strategies and state standards.
 - 5.02 Demonstrates ability to:
 - 5.02.01 Successfully collaborate with and motivate peers.
 - 5.02.02 Communicate clearly with students, teachers, administrators, parents and the community.
 - 5.03 Additional Qualifications:
 - 5.03.01 Master's degree.
 - 5.03.02 Reading Endorsement Preferred.
 - 5.03.03 Appropriate authorization level for coaching assignment.
 - 5.03.04 Ability to interpret, synthesize data on student performance and develop prescriptive teaching strategies.
 - 5.03.05 Strong organizational skills.
 - 5.03.06 Maintain commitment to others.
 - 5.03.07 Skills in assessment for learning.
 - 5.03.08 Strong written and oral communication skills.
 - 5.04 Minimum Term of Employment: Contract year.
 - 5.06 Salary Level: Placement on Licensed Teacher Salary Schedule plus Program Assistant differential.
 - 5.07 Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Licensed Staff.

Approved by:

_____ Date _____

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