FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: MENTOR TEACHER  REPORTS TO: ON-SITE TEACHER

DEPT: ON SCHOOL SITE  CLASSIFICATION: CERTIFICATED

WORK YEAR: 240 HOURS

SALARY $4,000 STIPEND(PLUS COST-OF-LIVING ADJUSTMENTS) FOR 10 MONTHS

MINIMUM QUALIFICATIONS:

A. Must be a K-12 classroom teacher with permanent status with Fresno Unified School District with an appropriate credential
B. Must have recent experience in direct instruction of students
C. Must have effective performance evaluation

KNOWLEDGE AND ABILITIES:

A. Possess demonstrated exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of pupils in a variety of contexts
B. Possess knowledge of content and teaching methodology in the subject area and level for which application is made

DUTIES AND RESPONSIBILITIES:

A. Provide assistance and guidance to:
   1. Teachers new to the district
   2. Teachers new to a grade level or subject matter
   3. Experienced teachers
B. Provide in-service to teacher groups
   1. Curriculum implementation
   2. Techniques of teaching
   3. Classroom management
C. Provide assistance in development of district curriculum and instructional materials
   1. Curriculum writing teams
   2. Selection of textbooks and instructional materials
D. Provide assistance for school improvement
   1. Cooperative learning
   2. Peer coaching
   3. ESL and sheltered English
   4. Higher Level thinking skills
   5. Test score improvement
   6. Students at risk
   7. Demonstration lessons
   8. Summer/Intersession demonstration school
   9. School site restructuring efforts
E. Maintain a minimum 60% of his/her time in direct instruction of students

PROHIBITED DUTIES AND RESPONSIBILITIES:

Mentor teachers may not:
A. Participate in the evaluation of teachers
B. Have access to the evaluation documents of any teacher
C. Perform any duties performed by administrative personnel prior to implementation of the Mentor Teacher Program nor perform any duties which fall within the job description of administrative positions.
D. Be exempted from the extra duty assignments and staff meetings required of all teachers
E. Be exempted from liability to layoff by virtue of appointment as a mentor teacher
F. Be given authority over any other teacher by virtue of appointment as a mentor teacher

ACCOUNTABILITY:

A. Person to whom responsible
   On-site Principal, or designated administrator to whom the mentor teacher is assigned
B. Evaluators
   1. On-site Principal, or designated administrator to whom the mentor teacher is assigned
   2. Mentor Teacher Program Administrator

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