

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## MENTOR TEACHER

### QUALIFICATIONS:

- Must hold a valid NJ Teaching Certificate
- Must be an experienced teacher, with at least four years successful teaching experience
- Must be willing to participate in required mentor training program
- Required criminal history review background check and proof of US citizenship or legal resident alien status.
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Director of Human Resources  
Principal

SUPERVISES: Novice Teacher

JOB GOAL: To assist the novice teacher distinguish between acceptable and normal developmental stages of growth and academic development; to assist the novice teacher learn how to create stimulating learning opportunities for students.

### PERFORMANCE RESPONSIBILITIES:

1. Maintain daily contact with the first-year teacher.
2. Model effective teaching techniques.
3. Assist the novice teacher with the development of lesson plans & preparation, lesson implementation, classroom management.
4. Informally observe teacher and offer constructive criticism.
5. Offer a variety of teaching strategies and activities to implement during instruction.
6. Assist the teacher in resolving problems related to the daily responsibilities of the profession.
7. Assist the first-year teacher with the submission of required paperwork.
8. Provide support and utilize all available resources to assist the teacher in successfully completing the program and attaining their standard certificate.

TERMS OF EMPLOYMENT: This is a ten month position. Stipend is regulated by the New Jersey Department of Education.

COMPENSATION: Mentor for alternate route teacher = \$1,000.00  
Mentor for traditional route teacher = \$550.00  
\*Stipend to be paid by novice teacher

### STATEMENTS OF AGREEMENT:

#### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 1/29/2014  
Revised 10/28/2020