

OXNARD UNION HIGH SCHOOL DISTRICT

TEACHER - MENTOR

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Personnel and the immediate supervision of the school site Principal, the Mentor Teacher provides staff development for the new and experienced teachers, works on curriculum development and a support and resource for colleagues working on upgrading their skills.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assists classroom teachers in lesson design development and implementation of a variety of teaching strategies.
2. Conducts demonstration classes.
3. Provides teachers with effective strategies for improving classroom management and increasing time on task.
4. Conducts orientation and provides assistance to new teachers.
5. Provides assistance to teachers who are teaching outside their majors or in fields in which they have not received recent training.
6. Assists the responsible administrator in appropriate staff development.
7. Assists in curriculum development.
8. Functions as a Peer Coach to provide collegial support.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends school and district inservices for ongoing training.
2. Attends Mentor Teacher meetings with the Director of Personnel.
3. May be assigned a project based on the instructional objectives of the District for the enhancement of the educational process.
4. Maintains a log of activities relating to Mentor responsibilities.
5. Performs such other tasks and assumes such other responsibilities as may be assigned by proper authority.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS

TERM: One fiscal year

- QUALIFICATIONS:**
1. Is a classroom teacher on a 100% contract
 2. Has achieved permanent status
 3. Holds a valid California teacher credential
 4. Has taught a minimum of three years.

WORK YEAR: To be established by assignment and line administrator

STIPEND:

Approved 2-27-85
Revised 5-27-87
Updated 7-97