

## MENTOR TEACHER

### Qualifications

- The mentor teacher must have obtained tenure with at least 3 years of successful teaching experience.

Reports to: Principal

### Job Goal:

To provide professional support for the new “provisional” teacher and help to insure a successful first year.

### Performance Responsibilities

The Mentor Teacher Shall:

1. Establish a support relationship with the “provisional” teacher.
2. Offer advice and assistance on all aspects of their work, such as:
  - a. Implementing building and district policies and procedures,
  - b. Instructional Planning
  - c. Classroom organization and management
  - d. Curriculum implementation,
  - e. Curriculum strategies,
  - f. Communication with students, parents, and colleagues,
  - g. Obtain necessary resources and support services.
3. Mentor teachers may be available for visitations to the provisional teachers classroom. At the discretion of the Superintendent, professional leave will be granted to provide release time for mentor/provisional teacher meetings.
4. Keep a log of mentor/provisional teacher contacts and meetings.
5. Prior to the opening of school, establish an initial contact with the provisional teacher to arrange for a visit to his/her assigned building(s) and room (s).
6. Attend appropriate mentor training sessions
7. Be aware of and maintain a confidential relationship with provisional teacher
8. Receive the minimum stipend required by law from the newly contracted teacher at the conclusion of mentorship.

Reference: NJAC 6:11-5  
Revised and re-adopted 11/19/96  
Re-adopted: January 10, 2013