



K-12 DISTRICT INSTRUCTIONAL MENTOR - TOSA

Position Summary

The Instructional Mentor provides personalized and differentiated support based on the identified needs of new teachers (new to the profession & new to 4J) to foster their growth and development as educators. Through strategic, instructionally-focused in-classroom mentoring and planning meetings, the Instructional Mentor facilitates teachers' development of skills through lesson planning, analyzing student learning, and observation/feedback cycles.

Supervisory Relationship

This position reports to the Director of Curriculum.

Essential Functions

1. Establish and maintain a trustful, confidential and non-evaluative relationship with teachers to help develop their autonomy as professionals; demonstrate skillful use of mentoring language.
2. Assist teachers in reflecting on and analyzing their practice and reviewing student learning to inform instruction and enhance student achievement; use knowledge of equity principles to deepen teachers' application of standards.
3. Build capacity of teachers to implement innovative standards-aligned teaching methodologies through techniques such as co-teaching and modeling demonstration lessons, developing lesson plans with teachers based on student needs, observing and reflecting on feedback of classroom instruction, and supporting the integration of technology.
4. Facilitate collaborative teams and professional learning communities to engage in
5. planning, analysis, and observation of standards-aligned lessons using NTC (New Teacher
6. Center) Formative Assessment System online tools and data system.
7. Encourage teachers to identify instructional resources and support that can be provided throughout the entire school community; incorporate technology and analysis of data to advance both teacher learning and classroom practice.
8. Promote collegiality and build community among all teachers in the school by designing and providing professional development (e.g., summer work groups, working meetings, study groups).
9. Establish trust, rapport, and credibility with the entire school community.
10. Facilitate conversations with individual teachers, grade-level teams, whole school staff, and other groups.
11. Meet regularly with school leaders to coordinate instructional activities related to the school and district improvement plans.
12. Invite ongoing collaboration with district staff to ensure coherence between mentoring

- activities as well as school and district expectations.
13. Work with other instructional mentors and coaches as necessary to support school-based and district initiatives.
 14. Attend and support professional development and forums.
 15. Engage in Instructional Mentor Support & Feedback Survey Completion.
 16. May require driving.
 17. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Commitment to the belief that all students can learn, to educational equity, and to Eugene 4J's vision and mission.
2. Knowledge of data-driven decision-making in education and assessment practices, especially relative to interventions with struggling learners and students of varying cultural heritages and English proficiencies.
3. Ability to communicate effectively and work collaboratively both at the district and school levels.
4. Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.
5. Exemplary knowledge about standards, assessment systems, and methods that improve student achievement in core content areas.
6. Experience providing curricular-focused mentoring preferred.
7. Strong working knowledge of formative assessment tools and protocols.
8. Experience leading and designing professional development.
9. Successful teacher leadership experience.
10. Able to motivate a group of teachers while maintaining the team's focus on the district's goals and initiatives.
11. Ability to thrive in a team environment and have a healthy tolerance for ambiguity.
12. Commitment to support all staff to succeed with specific emphasis in supporting the needs of staff who identify as BIPOC.
13. Documented success in engaging in cooperative and collaborative projects with adults.
14. Strong interpersonal skills and ability to create trusting relationships.
15. Evidence of excellent oral, written, and technology skills.
16. Passionate about improving the working lives of novice educators and the academic outcomes of all students.
17. Self-directed individual and natural problem solver.
18. Demonstrated commitment to professional growth and learning.
19. Experience with Research for Better Teaching, or the willingness to acquire the knowledge.

Minimum Qualifications

- A valid Oregon teaching license.
- Master's Degree in Education or a related field preferred.
- Minimum of five years of teaching experience.
- Experience facilitating adult learning among K-12 educators preferred.
- Demonstrated success with culturally responsive teaching practices.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Approved by	Karen Hardin, Director of Human Resources
Last revised	July 9, 2021

Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date