

- Attending scheduled meetings
- Engaging, supporting, and advancing the professional learning of each teacher
- Creating and maintaining collaborative and professional partnerships to support teacher growth
- Using knowledge of student content standards, teaching pedagogy, and professional teaching standards to inform instruction
- Developing as a professional leader to advance mentoring and the profession
- Completing the Instructional Mentoring, Coaching and Observation, and Analyzing Student work courses within the first semester of mentoring
- Using approved protocols for formal Coaching cycles (Collaborative Assessment Log, ASW form, etc.)

EDUCATION AND/OR EXPERIENCE

- Licensed as a Professional Educator, with certification as a classroom teacher, special education teacher, guidance counselor, or other content area in the state of Wisconsin
- One-time Training requirements:
 - Attend all three mentoring training workshops (Instructional Mentoring, Coaching and Observation, Analyzing Student Work) at School District of Waukesha's PSI or at Carroll University Graduate Center in the early fall (one time training only)
 - Complete DPI PDP Evaluator Training (Lead Mentor only)

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each expectation satisfactorily.

MENTOR EXPECTATIONS (Mentors to First or Second Year Initial Educators):

- Attend two sessions of the SDW Teacher Induction Program held in August prior to the beginning of the school year
- Attend four after-work mentor forums each year
- Use the Collaborative Assessment Log regularly (at least monthly)
- Use the Analyzing Student Work process (2 full cycles/year)
- Work closely with lead mentor/instructional coach to cultivate a culture of reflective practice

The following expectations are differentiated based on mentoring a 1st or 2nd year teacher

- Regularly scheduled meetings with the mentee:
 - First year teacher: one time per week to touch base
 - Second year teacher: Meet at least once per month
- Classroom observation with data collection/reflective conversation:
 - Mentor of first year teacher: three coaching cycles per year
 - Mentor of second year teacher: two coaching cycles per year
- Mentors of first year teachers only: Attend at least three of five PI34 evening workshop sessions

SDW LEAD MENTOR EXPECTATIONS (for lead mentors only):

- All of the mentor expectations with mentee(s)
- Attend the SEWNTP mentor Forums (four times per year)
- Plan and lead the SDW after-work mentor forums
- Participate as a member of the mentor program steering committee

- Field questions of mentors throughout the year

KNOWLEDGE, SKILLS AND ABILITIES:

Professional Experience and Effective Practice

- Consistently demonstrate collaboration with all members of a school community, sharing ideas, following through with responsibilities and affecting positive change
- Reflect on own practice, invite and give feedback and establish an open environment for others to observe effective instructional practices

Effective Interpersonal Communication Skills

- Respect confidentiality and maintain a trusting, professional relationship
- Listen attentively and ask questions that prompt reflection and understanding

Professional Characteristics

- Believe mentoring improves instructional practice for both the mentee and the mentor, and has a positive effect on student achievement
- Be willing to engage in training and study to increase the effectiveness of mentoring and coaching skills
- Be willing to suspend one's own views in order to support a beginning teacher in reaching autonomy

PHYSICAL AND WORK ENVIRONMENT:

The physical and work environment described is representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee may occasionally lift and/or move up to 25 pounds.
- This job is performed in a K-12 public school and office environment.

The School District of Waukesha does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.