

**New Berlin CUSD #16
JOB DESCRIPTION**

Position Title: Lead Mentor (3 positions)

- Qualifications:
1. A minimum of five (5) years of successful teaching experience.
 2. Demonstrated leadership ability and a track record of effective collaboration and communication.
 3. Strong understanding of pedagogical principles, instructional strategies, and curriculum design.
 4. Proficiency with educational technology and data-driven decision-making.
 5. Excellent organizational skills and attention to detail.

Department: Building - Stipend Position

Location: District Wide

Reports to: Superintendent

FLSA Class: Exempt

Revised Date: 06/20/24

Job Goal: To play a crucial role in fostering a supportive and collaborative learning environment that empowers educators to excel in their profession and positively impact student learning outcomes.

Performance Responsibilities:

1. **Mentoring and Coaching:** Provide personalized guidance and support to teachers, helping them improve their instructional practices, classroom management skills, and overall effectiveness in teaching.
2. **Modeling Best Practices:** Demonstrate effective teaching techniques and strategies through classroom observations, workshops, and one-on-one sessions to help teachers enhance their pedagogical skills.
3. **Curriculum Development:** Collaborate with teachers to develop and refine curriculum materials, lesson plans, and assessments that align with educational standards and promote student learning.
4. **Data Analysis:** Assist teachers in analyzing student data to identify areas for improvement and develop targeted interventions to address individual student needs.

5. **Professional Development:** Organize and facilitate professional development workshops, seminars, and conferences to promote continuous learning and growth among educators.
6. **Collaboration and Networking:** Foster a culture of collaboration and networking among teachers by facilitating peer learning communities, study groups, and other collaborative initiatives.
7. **Supporting New Teachers:** Provide guidance and support to new teachers through mentoring programs, orientation sessions, and ongoing mentorship relationships to help them acclimate to the school environment and succeed in their roles.
8. **Evaluation and Feedback:** Conduct regular evaluations of teacher performance based on established criteria and provide constructive feedback to support their professional growth and development.
9. **Stay Updated:** Stay abreast of current trends, research, and best practices in education by attending conferences, workshops, and professional development opportunities to inform mentoring practices.
10. **Advocacy and Leadership:** Serve as an advocate for teachers' needs and interests within the school community and beyond, and demonstrate leadership in promoting a culture of excellence and continuous improvement in teaching and learning.
11. **Documentation and Reporting:** Maintain accurate records of mentoring activities, including goals, progress, and outcomes, and prepare reports as needed to document the impact of mentoring initiatives. Completion of the Mentor Guide for each mentee will be required.
12. **Communication:** Maintain open and effective communication with teachers, administrators, and other stakeholders to ensure alignment of mentoring efforts with school goals and objectives.

TERMS OF EMPLOYMENT: Per the CBA Schedule B, each lead mentor will supervise up to three (3) mentees with any number exceeding three (3) to include an extra percentage point of pay.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____