

PLEASE POST

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**YORKTOWN CENTRAL SCHOOL DISTRICT
YORKTOWN HEIGHTS, NEW YORK**

August 8, 2006

NOTICE OF VACANCY

POSITION:

NEW TEACHER MENTOR:

<u>Subject</u>	<u>Grade Level</u>	<u>Building</u>
Special Education	9-12	YHS

SALARY:

\$1,400.00 (pending contract negotiations)

QUALIFICATIONS:

Appropriate NYS Certification

EFFECTIVE:

September, 2006 – June, 2007

JOB DESCRIPTION:

See attached

APPLY BY:

August 16, 2006

APPLY TO:

**Sharon Cohen
Administration**



YORKTOWN CENTRAL SCHOOLS

JOB DESCRIPTION

Position: New Teacher Mentor – Special Education

Date: September, 2006

Required Qualifications:

- Tenured teacher with appropriate certification
- Currently in an active teaching position
- A willingness to participate in the program as a Mentor and the time available for a quality mentoring relationship
- Demonstrates mastery of pedagogical skills and curricula knowledge
- Demonstrates professional ethics as well as superior teaching ability
- Demonstrates strong interpersonal and communication skills

Mentors need to teach in the same school as the new teachers except when there is only one such position in a particular school, such as a library- media specialist or school psychologist. The primary mentor relationship could be provided by a counterpart in another building. Building support should also be provided outside of the formal mentoring program.

Teacher coordinators shall not be eligible to serve as Mentors.

Responsibilities of the District-wide Mentor Program Coordinator

- Provides the new teachers with support related to curriculum, instruction, classroom and time management, building and district policies and procedures, state mandates, parental contacts, adjustment to a new work environment, assessments, data analysis, written communication and any and all other topics that may be of importance in the performance of the New teacher's duties as a teacher and school community member
- Maintains confidentiality with regard to all professional issues
- Meets formally at least once a week with his/her new teacher throughout the year and informally as needed
- Attends one (1) training day in August plus six (6) hours of training to be scheduled during the course of the year

- Attends a minimum of 45 mentoring sessions with the new teacher
- Attends four (4) large group Mentor/new teacher sessions to be scheduled during the course of the year
- Joins the new teacher in post-observation conferences with the building administrator if invited by the new teacher and welcomed by the administrator
- Documents time spent on mentoring activities using the *YCSD New Teacher Mentoring Log*
- Assists the new teacher in creating professional goals
- Creates and maintains a double entry journal with his/her new teacher
- Participates in Mentor/new teacher classroom observations a minimum of twice in the Mentor's classroom and twice in the new teacher's classroom as arranged by the Program coordinator
- Participates in the evaluation of the mentoring program

Certified Position

Part-time

Yearly Appointment

Located in any building

10 month work year

Stipend: \$1,400

Immediate Supervisor(s): District-wide Mentor Program Coordinator; Building Principal