

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Mentor Teacher  
to Serve with the Beginning Educator Internship Program**

**Qualifications:**

1. Must hold WV Teaching Certificate in the same or related subject area of beginning teacher.
2. Must have 3 to 5 years of successful teaching experience.
3. Must complete the state-approved Mentor Teacher training provided by the Center for Professional Development.
4. Must have principal's recommendation.

**Reports to:** School Principal and appropriate curriculum supervisor.

**Performance Responsibilities:**

1. Provide an orientation to the beginning educator at the start of the school term.
2. Assist beginning educator in implementing the guidelines established by the school board.
3. Engage colleagues in welcoming, supporting, and collaborating with beginning educator.
4. Observe and coach the beginning educator one hour per week (if possible) during the first half of the school term. Observations can be reduced to one hour every two weeks during the second half of the school term.
5. Consult with the beginning educator on learning and student achievement weekly during the first half of the school term. The meetings, at the discretion of the mentor, can be reduced to every two weeks during the second half of the school term.
6. Model and coach the pedagogical practices that lead to student success.
7. Demonstrate lessons with students in classroom situation for the beginning educator to observe. The beginning educator, in turn, will demonstrate lessons with the students for the mentor to observe and evaluate.
8. Discuss the use of data and pre/post assessment results in making instructional decisions.
9. Assist in the improvement of curriculum and instructional techniques as necessary.
10. Work closely with the beginning educator in the handling of day-to-day problems of instruction.
11. Serve as a resource person for beginning educator on curriculum questions.
12. Assist with the implementation of an ongoing program of curriculum evaluation.
13. Serve as an active member of the professional support team of the beginning teacher. This team will meet monthly.
14. Advise the principal and./or appropriate supervisor of potential problems or the need for follow-up consultation.
15. Complete a log of all activities between the mentor and the new teacher including observations, conferences, and support team meetings. The log includes dates of meetings and topics of discussion.
16. Perform other related tasks as assigned by the Principal.

**Terms of Employment:** Ten (10) months unless otherwise determined by the Superintendent on an Extracurricular Contract Basis.