Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Position Title: Mentor Teacher – Induction Year Support

Responsible to: Building Principal/Asst. Supt. for Instruction

Primary Functions: To function as one source of support and guidance for first year teachers during the induction year.

Major Responsibilities:
1/ To provide at a minimum 26 hours of support for the new teacher. The support should at a minimum be broken down into:
   3 hours of orientation activities including participation in new staff orientation.
   9 hours of interactions in the first month of school that include:
      2 hours of conferencing re: state standards and Individual Mentoring Plan (IMP).
      4 visits to the classroom (at least 1 in each two week period).
      3 hours of post and pre-conferencing relating to the observed needs of the induction teacher.
   5 hours of interactions in the 2nd month including:
      1 hour of pre-conferencing and review of IMP
      2 visits to the classroom.
      1 hour of post-conferencing and objective setting.
   3 hours of interactions in the 3rd month including:
      1 hour of conferencing re: IMP
      1 visit to the classroom.
      1 hour of post-conferencing.
   6 hours of other support activities that will conclude by the end of the sixth month and will include at a minimum arranging for modeling activities, review of IMP and consultation with informal support.

2/ Establish and maintain a log documenting the dates and general nature of the interactions
3/ maintain confidentiality regarding specific observations
4/ serve in a non-evaluative support role.

Qualifications: NJ teaching certification; location in the same building as the induction teacher; successful teaching experience greater than three years.