Montclair Public Schools  
Personnel Department

**JOB DESCRIPTION**

**Position Title:** Mentor Teacher – Second Year Support

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

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

**Major Responsibilities:**

1/ To provide at a minimum 12 hours of support for the new teacher. The support should at a minimum be broken down into:

   - 1 hour of orientation activities prior to the first day of school including policies and curriculum organization.

   - 4 hours of interactions in the first month of school that include:
     - 1 hour of conferencing re: state standards and Individual Mentoring Plan (IMP).
     - 2 visits to the classroom (at least 1 in each two week period).
     - 1 hour of post and pre-conferencing relating to the observed needs of the second year teacher focusing on teaching methodologies appropriate to content area.

   - 3 hours of interactions in the 2nd month including:
     - 1 hour of pre-conferencing and review of IMP
     - 1 visit to the classroom.
     - 1 hour of post-conferencing and objective setting.

   - 2 hours of interactions in the 3rd month including:
     - ½ hour of conferencing re: IMP
     - 1 visit to the classroom.
     - ½ hour of post-conferencing.

   - 2 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.