

***Interstate 35 Community School District  
Teacher Leadership and Compensation (TLC) Job Description***

General Information

- **Position Title: Mentor I Coach**
- Classification:
  - Certified
  - 95% classroom instruction, 5% TLC Coach
- Requirements:
  - Minimum of three years teaching experience
  - Minimum of one year of teaching experience at Interstate 35 CSD
  - Minimum of BA/BS and teaching certification; graduate degree/work preferred
  - Successful completion of mentoring training program (may be completed after acceptance as a Mentor I Coach but before the next school year begins)
- Desired Characteristics:
  - Love and passion for teaching and learning
  - Desire to help beginning teachers grow in the teaching profession
  - Strong interpersonal and communication skills
  - Effective coaching skills and ability to work with adult learners
  - Working knowledge and understanding of the Iowa Teaching Standards and Iowa Professional Development Model
  - Desire to learn, study, and grow with the position
- FTE/Contract Days:
  - Regular teaching contract
- Remuneration for position:
  - Regular teaching salary per master contract
  - Stipend of \$2,500 per year
- Immediate supervisor: Building principal and mentoring coordinator

Essential Duties and Responsibilities

The Mentor I Coaches positions were created to provide active and ongoing support for teachers new to the profession, e.g., first and second year teachers. Mentor I Coaches will have a commitment to work with his/her mentee until he/she achieves full licensure from the Board of Educational Examiners (typically two years). Mentor I Coaches will work cooperatively with the local mentoring coordinator in support of the state-approved mentoring program. In addition, Mentor I Coaches will assist their mentees with various local support tools and processes.

Here is a listing of expectations and partial listing of responsibilities.

### Summer and Teacher In-Service

- Mentor makes initial contact with mentee
- Mentor meets face-to-face a minimum of two times and is available to answer questions electronically or telephonically
- Mentor and mentee will meet daily during fall workshop

### Semester 1

- Mentor guides mentee in development of professional goal(s)
- Mentor and mentee meet weekly; both maintain a meeting log
- Mentor assists in preparation for open house and parent-teacher conferences
- Mentor follows up with mentee following staff meetings, professional development, and PLC sessions
- Mentor provides assistance on data collection and analysis
- Mentor assists in preparation for IEP and 504 meetings
- Mentors attend all Mentoring and Induction Program meetings
- Mentor schedules regular time with District Instructional Coaches
- Prepares mentee for district evaluation by administrator

### Semester 2

- All things listed in Semester 1
- Mentor assists in evaluating progress toward professional goal(s)
- Mentor offers assistance in collection of artifacts for the mentee's Body of Evidence
- Mentor assists in meeting requirements of mentoring class
- Mentor guides in preparation for student assessments
- Mentor guides in preparation for end of the year assessments and documentation for the cumulative folders
- Mentor assists in collection of classroom inventory, ordering of instructional materials, and completing end-of-the-year checkout
- Mentor and mentee completes a survey for mentor/mentee program success
- Meets with administrator to assist in development of areas for improvement

The second year of mentoring will repeat year one as applicable. Additional requirements for the mentor include support in completion of the state-required Body of Evidence (portfolio).