

Mentoring Consultant

Reports to: Regional Administrator

Classification: Contracted

Date: June 2011

Job Summary

Partners with educators, families and communities to provide effective learning environments for all students. Helps ensure success for all learners. Provides leadership, professional development and assistance to Agency and district staff in support of mentoring and induction programs. Partners with AEA and school district teams to design and implement comprehensive, mentoring program supports to improve student learning. Develops collaborative relationships with Agency staff and school districts to provide services that are customer focused and based on district service plans.

Qualifications

1. Master's degree in the field of education or related area.
2. Four years of experience in PK-12 education.
3. Iowa instructional or support license.
4. Experience mentoring new professionals through state-approved mentoring and induction program.

Essential Functions

1. Supports total school/community efforts to create a positive learning environment for students/children.
2. Serves as liaison among AEA, district building(s), families and community and collaborates with various teams to assure positive outcomes for all learners.
3. Models, implements and assesses strategies related to learning, social, emotional and behavioral needs to enhance educational programming for all learners.
4. Provides ongoing support to educational staff related to applicable rules and laws.
5. Integrates research into the design of best practices.
6. Consults with teachers and administrators regarding best practices for classroom and building educational programs.
7. Follows policies, procedures, standards and rules in accordance with national and state laws, the Iowa Dept of Education and GWAEA, which includes, but is not limited to, developing and maintaining proper and adequate records and documentation.
8. Provides leadership and support to accelerate new educator effectiveness, increase retention, and develop educational leaders to increase student learning.
9. Assists districts in the development of highly effective mentoring and induction systems.
10. Collaborates with district and Agency leadership to implement a rigorous process to identify, recruit, develop, and retain instructional mentors.
11. Provides consultation and coaching for AEA and LEA mentors and program leaders.
12. Provides guidance in the identification, development and evaluation of mentoring and induction goals and programs aligned with district and Agency goals for professional learning.
13. Designs and conducts professional development, based on principles of adult learning, for the purpose of improved student achievement.
14. Uses data to develop, implement, monitor and adapt mentoring and induction systems to ensure effective services.
15. Stays current with federal and state mandates related to mentoring and induction and assists in the interpretation and implementation of changing requirements.

Additional Responsibilities

1. Participates in projects, committees or activities to support the Agency's mission, goals and priorities.
2. Demonstrates self-discipline and initiative to produce high-quality, organized and dependable results.
3. Conveys a positive and professional image to staff and public.

4. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPAA, etc).
5. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
6. Performs such other duties as may be assigned.

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Knowledge, Skills and Abilities

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member and work collaboratively with others and independently as appropriate.
3. Ability and willingness to be flexible and respond to the changing needs of clients and the Agency.
4. Ability to integrate educational theory, research and expertise into appropriate practices for local contexts, in a service style that facilitates positive change and continuous improvement.
5. Effective presentation and group facilitation skills.
6. Effective coaching and consulting skills.
7. Ability to use data collection/analysis methods to make educationally sound decisions.
8. Knowledge of applicable rules and laws that govern educational decisions.
9. Advanced knowledge of best practices and standards in mentoring and professional development programs.
10. Ability to demonstrate teaching practices, design and conduct on-going professional development activities.
11. Ability to access resources (print, electronic, personnel).
12. Effective collaborative problem solving skills.
13. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.
14. Ability to use and integrate technology appropriately in daily work which includes, but is not limited to, efficient operation of telephone and voice mail systems and application of basic computer skills to effectively use e-mail, internet and word processing.

Physical Requirements

1. Ability to travel between schools/sites served.
2. Normal, routine levels of activity related to bending, carrying, climbing, hearing, lifting, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that can't always be anticipated.

EOE/M-F-H-V