

Santa Rosa County District Schools

Job Description

TSA, Mentor Coach

Reports To: ~~Director of Professional Development~~ **Director of Human Resources**
FLSA Status: Exempt
Department: ~~Professional Development~~ **Human Resources**
Prepared by: Human Resources
Date: 04/05/2018 **04/20/2021**
Job Code: 20306

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Communicates general and technical information in a clear informative manner and assists other professionals in planning and implementing strategies for new teachers
- Facilitates dialogue through collegial discussion with the district administrative staff and school personnel
- Assists new teachers in identifying trends in school or class data and in identifying individual student strengths and needs
- Models high quality teaching observes new teachers in their classroom and gives feedback to new teachers in methodology
- Facilitates feedback sessions with peer observations
- Maintains appropriate documentation of new teacher performance and assists new teachers in demonstrating competencies
- Helps new teachers in planning and gives direction for integration of units and lesson planning
- Assists new teachers with professional development in best practices, differentiating instruction and selecting best strategies for learning
- Works with school site mentors and administrators to assist with the development of new teachers
- Keeps a daily accountability log
- Attends coordination and training meetings with other coaches in district
- Serves as liaison for Teacher Induction Programs at assigned schools and the District
- Assists in facilitating and implementing the District Teacher Induction Program and Professional Educator Certification Program
- Provide summer professional development to new instructional hires
- Create and provide timelines, calendars and schedules regarding modeling, coaching and mentoring activities

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- Serve as a mentor on Professional Improvement Plan teams
- Ability to travel and provide own transportation to various sites
- Perform other duties as assigned

Supervision Received:

Director of Professional Development **Director of Human Resources**

Supervision Exercised:

NA

Minimum Qualifications & Skills:

- Valid Florida Professional Teaching Certificate
- Minimum of five years of successful K-12 classroom teaching experience
- Current Principal/ District Administrator recommendation
- Clinical Educator trained or agreement to complete the training within the designated timeframe
- Documented administrator assigned mentoring experience within the past five years
- Ability to work a flexible schedule
- Deals with confidential information and/or issues using discretion and judgment. (If applicable.)
- A minimum "Effective" or equivalent overall evaluation rating on most recent performance evaluations for past 5 years.

Preferred Qualifications & Skills:

Served as a District Mentor or Teacher Induction Program Leader

Physical Demands

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Instructional Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays