

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** PLCSS Mentor

### **QUALIFICATIONS:**

1. Professional level certificate issued by the Maine Department of Education
2. A minimum of three years of experience as an educator in Maine
3. Attained continuing contract status

**REPORTS TO:** PCLSS Steering Committee/Mentor Trainer

**JOB GOAL:** To provide high quality and consistent guidance and support to educators, and nurture them toward excellence in their practice.

### **RESPONSIBILITIES:**

1. Supports candidates through informal and formal processes that helps improve their work over time.
2. Refines goals set by the candidate in their PCAP and aligns them with Maine's Initial Teacher Certification Standards.
3. Meets regularly with the candidate to gauge comfort and competency in their practice, to set attainable sub-goals related to their PCAP goals and to help candidates problem solve difficult situations.
4. Gauges and monitors progress on an individual's PCAP through personal communication and documentation such as formal and informal conversations and classroom observations.
5. Assists the entry level educator with gathering and/or creating documentation for certification and teacher evaluation purposes.
6. Makes recommendations to the PCLSS regarding the candidate's level of licensure.
7. Communicates performance concerns to the Mentor Trainer and/or PCLSS in a timely manner.

**WORK YEAR:** Teacher contract. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012