

## **Gorham School Department**

**TITLE:** Mentor Trainer

**QUALIFICATIONS:**

1. Knowledge of Maine's standards for the induction of beginning educators and Gorham's Professional Learning Communities Support Services plan.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To oversee the coordination, selection and training of mentors for new teachers.

**RESPONSIBILITIES:**

1. Greets all new employees at a New Hire's Orientation in August and explains the Professional Learning Communities Support Services (PLCSS) plan.
2. Meets with the PLCSS Steering Committee in August to determine who (at their building) will be needing mentors
3. Meets with building principals for *suggestions* of those who could be tapped as mentors and those who may want training to become a mentor
4. Follows up with building-based representatives to the PLCSS to assure that trained mentors are placed with inductees and check in with mentoring pairs to problem solve if necessary and to ensure successful relationships.
5. Coordinates and facilitates training sessions for mentors (usually fall and spring, but possibly as needed) in order to keep growing our trained mentor pool and assuring that all staff members have an opportunity for training.

**WORK YEAR:** Stipend Position. 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