

## **Mentor Coordinator Application**

**Application Deadline:** Friday, April 1, 2016

**Mentor Coordinator:** The Mentor Coordinator will oversee the district mentoring program.

**Duties:** The Mentor Coordinator will:

- Ensure that the district's program continues to align with the Iowa Department of Education Mentor and Induction of Beginning Educators requirements
- Meet regularly with all mentors and mentees to support and assist new teachers and teachers who are new to the district
- Collaborate with Instructional Coaches and model teachers to ensure that new teachers are exposed to a variety of opportunities for growth and reflection
- Supervise the mentorship program
- Work with administrators and all teacher leaders to ensure mentees have a strong network
- Provide professional development for mentor teachers and mentees to create a supportive, effective relationship

**Additional days:** 3 days

**Length of Assignment:** 1 year (The Mentor Coordinator is encouraged to apply with an intent to work in the role for more than one year. Reapplication needed each subsequent year.)

**Teaching Assignment:** 100% classroom

**Salary Supplement:** \$2,500

**Requirements:** Send all requirements electronically to [TLC@clargold.org](mailto:TLC@clargold.org). In the subject line, please identify the position applying for.

- Write a letter of application addressing why you are interested in this position. Please include discussion on these four areas: leadership, collaboration, improving student performance, and use of instructional data.
- Submit two letters of recommendation from peers (cannot be from a current CGD administrator or a TLC Selection Committee member).
- Provide three references (cannot be from a current CGD administrator or a TLC Selection Committee member).