

Job Description

BOARD OF EDUCATION DENVER

TITLE: Mentor Program Coordinator

Qualifications:

1. Valid Teaching Certificate
2. Master's Degree in Education
3. At least five years of successful teaching experience

Terms Of Employment: annual, hourly contracted rate for approximately 40 hours

Responsible to: Assistant Superintendent

General Responsibility: Coordinate orientation needs and induction-mentor support for new district teachers

Performance Responsibilities:

1. Collaborate with the Assistant Superintendent to provide New Teacher Orientation prior to the start of the school year.
2. Collaborate with the Assistant Superintendent on Mentor Training.
3. Coordinate and hold periodic meetings for mentors and mentees during the school year.
4. Communicate information to new teachers via e-mail or meetings regarding district events.
5. Communicate with mentors and mentees information related to certification requirements and best practices in teacher induction.

Approved: May 18, 2015