

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Mentor Teacher, Secondary</b>	
<b>REQUIREMENTS:</b>	<p>Approved for employment through an Oregon School based fingerprint screening.</p> <p>10 years of teacher/education experience.</p> <p>Oregon Teaching License with secondary endorsement.</p> <p>Successful secondary teaching experience.</p> <p>In-depth knowledge of pedagogy appropriate to secondary classrooms.</p> <p>Knowledge of Cognitive Coaching.</p>	<b>REPORTS TO:</b> Curriculum and Instruction Director
<b>EDUCATION:</b>	<p>Bachelor's Degree Required.</p> <p>Master's Preferred.</p>	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	190 Days Per School Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	To plan, organize, and implement an appropriate mentoring program, as designated collaboratively by the Klamath County School District and Southern Oregon Education Services District, in a learning environment that guides and encourages new teachers to develop and fulfill their instructional potential. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.	

### ESSENTIAL JOB RESPONSIBILITIES

- Demonstrates proficiency in all Domains of the KCS D Teacher and Evaluation and Support System.
- Participates in training on how to write Student Learning and Growth Goals (SLGGs).
- Provides SLGG training/support to ALL KCS D teachers.
- Meets with new teachers monthly to provide research and discussion-based best practice models.
- Models best practices in classrooms.
- Supervises ongoing research and practice of high quality formative and summative assessments.
- Keep and maintain a mentor log and portfolio.
- Observes and provides feedback to new teachers based upon their needs.
- Assists teachers with data/artifact collection.
- Attends and actively participates in monthly Mentor Forums.
- Is familiar with and can provide assistance on the instructional use of technology and various student tracking software.
- Performs duties and reporting as necessary to maintain grant funding.
- May, at times, be required to shift work days or work hours to attend trainings and/or lead professional development.
- Will support part-time mentors to successfully fulfill their role as a district teacher mentor.

### WORKPLACE EXPECTATIONS

- ✓ **Attendance and punctuality:** The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.
- ✓ **Personal appearance:** The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.
- ✓ **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and the best interest of the individuals involved.
- ✓ **Following policies and directives:** The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions, and reasonable requests by proper authorities.
- ✓ **Setting appropriate boundaries with students:** The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.

- ✓ **Collaboration:** The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.
- ✓ **Appropriate use of technology:** The employee will use internet, email, and electronic communications only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices is not allowed during class time.

**ADDITIONAL FUNCTIONS**

- Upon request, assists in the selection of books, equipment, and other instructional materials.
- Takes precautions to provide for the health and safety of all students.
- Takes precautions to secure and protect District material, equipment, and facilities.
- Participates in activities which are related to school functions and/or the educative process which occur outside the regular school day, in accordance with the collective bargaining agreement.
- Performs other duties as assigned.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over 35 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over 20 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: 5 – 20 Feet Type of Surface: (i.e. level, carpet, tile): Vinyl Floor					

ENVIRONMENT (WORK CONDITIONS)	
Works 95 % of the time	/ Works Outside 5 % of the time.
Temperature Extremes: No	

Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing
Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name Employee Signature Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name Title Signature Date

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Human Resources

**In the event of an on the job injury:**

For physician to complete:

**Is this job appropriate?**  Yes  No      **Date of Release:** \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

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**Physician's Signature** \_\_\_\_\_      **Date** \_\_\_\_\_