



File #108

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

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| Job Title: Resident Program Mentor (1) | Building: District |
| Immediate Supervisor; Residency Program Coordinator | Duration of position: School year |
| Salary Category: E | Expected # of participants: |
| Date of Last Program Review: November 2018 | |

Statement of purpose:

- The Mentor (year 1-2) or Facilitator (year 3) will provide supportive services for Residents in their first 4 years as determined by ODE’s Residency Program

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Mentors meet as needed in Residency 2 and as determined by program in years 2-4
- Mentors are responsible for attending all meetings called by program coordinator

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Meetings directly with Residents are approximately 2-3 per month in the years 3

Other Duties and Responsibilities:

- Mentor provides ongoing instructional support through differentiated mentoring activities that allow Resident Educators to grow and practice the profession of teaching.
- Mentors commit to the roles and responsibilities of mentoring and dedicate themselves to maintaining timely and appropriate communications with Resident Educators.
- Mentors facilitate professional development experiences purposefully designed to meet the identified needs and concerns of Resident Educators.
- Mentors create and foster the development of positive learning experiences in which Resident Educators accelerate professional growth.
- Mentors advocate for student learning and employ instructional mentoring strategies designed to help Resident Educators enhance student learning.
- Mentors serve as models of professionalism in their development as professional educators.

- A facilitator works with at least 2 Resident Educators registered to take the Resident Educator Summative Assessment (RESA), which is required in year 3 of Residency per Ohio Revised Code 3319.223.
- A Facilitator should be knowledgeable about RESA requirements.
- A Facilitator uses the online Facilitator Training and the Ohio Resa Guidebook to aid them in knowing the appropriate support to provide to Resident Educators.
- Facilitators are obligated to videotape (equipment provided) their Residents as they prepare their video for the RESA assessment.

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university (Master's degree preferred)
- Master Teachers and those holding a Senior or Lead license will be given priority in selection.
- Teaching Certificate or Licensure
- Must be state trained by completing the 2 day Mentoring Academy
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

- **Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Movie Camera
- Tripod

Additional Working Conditions:

- Occasional evening/weekend/summer work
- Occasional travel
- Frequent requirement to read and hear
- Ability to videotape with phone, Ipad, movie camera

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.