



**File #66**

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

<b>Job Title:</b> Resident Program Mentor (2)	<b>Building:</b> District
<b>Immediate Supervisor;</b> Residency Program Coordinator	<b>Duration of position:</b> School year
<b>Salary Category:</b> C	<b>Expected # of participants:</b>
<b>Date of Last Program Review:</b> 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.*

