



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Induction Coach / Mentor Teacher

Reports to: Director of Professional Development
Department: Professional Development
Number of Days: Teacher Contract
Compensation: Teacher Salary Schedule
Overtime Status: Exempt
Date Job Revised: March 16, 2011

Position Summary: The primary responsibility of Induction Coaches is to provide classroom-based instructional mentoring to all first and second year (new or recently returning) teachers in Tulsa Public Schools, Pre-K through 12th grade. In addition to mentoring, coaches will provide professional development for beginning teachers in areas such as classroom management, instructional strategies, and supporting students with special needs.

Individuals selected for the position will attend training and professional development throughout the school year through our Mentor Academies, Mentor Forums, professional learning teams and peer coaching.

Incumbents with positive performance evaluations will be extended an opportunity for yearly renewal not to exceed 3 years.

Qualifications/Job Requirements:

Education:

- Bachelor's degree required, Master's degree preferred.

Specialized Knowledge, Licenses, etc:

- Oklahoma teaching certification.

Experience:

- Minimum of five years recent classroom teaching experience.

Specific Training/Skills:

- Demonstrated expertise in designing and implementing standards based instruction and improving student achievement in the classroom.
- Demonstrated commitment to personal and professional growth.
- Willingness to engage in formative assessment processes, including non evaluative, reflective conversations with beginning teachers using evidence of classroom practice and student learning.
- Experience related to using technology as an everyday tool for teaching, learning and communicating.
- Experience related to adult learning and coaching preferred.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Meet or exceed all performance targets for delivery of service as determined by program leaders.
- Interactions with beginning teachers:
 - Establish and maintain a trustful, confidential and non evaluative relationship with beginning teachers to help develop their autonomy as professionals.
 - Demonstrate skillful use of mentor language.
 - Assist beginning teachers in reflecting and analyzing their practice and reviewing student work to inform instruction to enhance student achievement.
 - Use knowledge of equity principles to deepen beginning teacher's application of standards.
 - Model, as appropriate, innovative teaching methodologies through techniques such as team teaching and demonstration lessons.
 - Provide opportunities for beginning teachers to observe exemplary teaching practices;
 - Encourage beginning teachers to identify instructional resources and support throughout the entire school community.
 - Incorporate technology and analysis of data to advance both beginning teacher learning and classroom practice.
 - Promote collegiality and build community among new teachers by providing professional development.
 - Maintain and submit required coaching documentation.