



**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed**

**JOB TITLE:** District Mentor - Secondary

**Report To:** Director Curriculum & Instruction

**Job Purpose Statement/s:**

The mission of the District Mentor - Secondary is to provide a comprehensive and systematic process of providing meaningful ongoing assistance to newly hired educators with zero to two years teaching experience.

**Essential Job Functions:**

- **Team** teach and model/demonstrate lessons
- **Train** through lesson planning, analyzing student achievement data, working with special populations, working with special topics
- **Attend** state mentor trainings and mentor forums
- **Follow** and implement all activities and requirements for the DDSD Mentoring Program
- **Meet** with each mentee the hours specified by either the DDSD Mentoring Program and/or OR Mentoring Grant 60-90 hours per year
- **Keep** time hour log
- **Plan**, facilitate, and/or instruct teacher workshops
- **Plan** and instruct New Educator Academy with Instructional Activities Coordinator and Portland State University
- **Meet** monthly with Title IIA/Instructional Activities Coordinator
- **Meet** administrators on school visits
- **Organize** visitations/observations
- **Plan** and facilitate mentor meetings
- **Demonstrate** a professional and positive attitude when carrying out responsibilities
- **Meet** the state standards for competent and ethical performance
- **Work** with Curriculum Team, SPED, and general education teachers to differentiate core content/CCSS to aid in closing the achievement gap

**Other Job Functions:**

- **Perform** other duties as assigned

**Job Requirements - Qualifications:**

- Holds an Oregon teaching certificate
- Master's Degree
- Minimum of five years teaching experience at the secondary level
- Adeptness as a building teacher-leader and a professional development facilitator
- Strong interpersonal skills
- Experience in mentoring and coaching others

**Skills, Knowledge and/ or Abilities Required:**

*Skills* in successfully teaching, planning, developing and implementing appropriate curriculum and assisting teachers in realizing success.

Effective Interpersonal Communication

## **District Mentor - Secondary – Page 2**

- . Works collaboratively
- . Listens with compassion and empathy
- . Communicates openly, honestly and sensitively
- . Builds rapport and trusting relationships
- . Respects confidentiality
- . Can clearly explain thinking and decision-making regarding classroom practices
- . Manages conflict effectively

*Knowledge* of best practices in instruction, curriculum, Common Core State Standards, and CCSS instructional shifts

Knows and implements research based content pedagogy

Knows and uses state/local learning goals, professional teaching standards and assessments

Knows and is responsible for the unique needs of students, parents, and community (cultural competence)

Assessment Literate (knows various types of assessments, purposes, and how to use)

Knowledge and experience with Professional Learning Teams

*Ability* to plan differentiated lessons tied to state standards

Ability to sit, stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, meet schedule and deadlines. Significant physical abilities include lifting/ carrying/ reaching/ handling, talking/ hearing conversations, near/ far visual acuity/ depth perception and accommodation field of vision.

### **Essential Physical Requirements:**

- Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required.
- Ability to move freely to various locations.
- Frequent standing, walking, sitting, and bending.
- Exposure to noise and activity of an office setting.
- Exposure to outdoor weather conditions

**Education Required:** Master's Degree

**Licenses, Bonding and/or Testing Required:** Appropriate Teacher Standards and Practices licensure. Criminal Justice fingerprint clearance, and valid driver's License and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL endorsement preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**Other:** First aid card and cardiopulmonary resuscitation certificate.

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Licensed Staff Personnel.

**District Mentor - Secondary – Page 3**

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.