

Job Title: Master Mentor/Level I **Wage/Hour Status:** BTIM Grant-funded Stipend

Reports to: Educational Support Program (ESP) **Pay Grade:** Mentor Stipend Schedule
Coordinators or Designees

Dept./School: Campus Assigned

Date Revised: 04/10/08

The following statements describe the general purpose and responsibilities assigned to this stipend position and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose:

To serve as a mentor in a comprehensive induction program for beginning teachers that enhances Grand Prairie Independent School District personnel through a comprehensive program to retain beginning teachers.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Valid Texas Teacher Certificate
- Minimum Proficient Rating in all PDAS domains for past three years

Special Knowledge/Skills:

- Strong skills in design and delivery of engaging lessons
- Strong background in and commitment to the approved GPISD curriculum
- Ability to create and sustain relational capacity
- Ability to work cooperatively with ALL of the following: buddy teachers, other mentors, learning team coaches, campus and district personnel, and beginning teachers to ensure teacher success in the classroom
- Ability to observe beginning teachers and provide specific instructional assistance and coaching with cooperation from campus administrator
- Ability to complete and maintain required reports and supporting program documentation
- Strong communication, and interpersonal skills
- Strong attention to detail and organizational skills
- Ability to analyze data for educational improvement evaluation
- Ability to maintain confidentiality as appropriate
- Ability to work additional hours beyond the normal instructional day
- Proficiency in MicroSoft Office

Experience:

- Minimum of five years experience in Texas public school teaching
- Minimum of three years experience in GPISD
- Proven track record in effective instruction and student success
- Sufficient staff development as deemed appropriate for the position
- Such alternatives to the above qualifications as the administration may find appropriate and acceptable.