

**SAN MATEO COUNTY OFFICE OF EDUCATION
MENTOR, TEACHER INDUCTION PROGRAM (Part-Time/Stipend)
EDUCATIONAL SERVICES DIVISION**

JOB SUMMARY:

Under the direction of an assigned Administrator, provide intensive individualized support to participating teachers in the San Mateo County Teacher Induction program to effectively transition them into the teaching profession and earn their clear credential. Improve the educational performance of students through training, information and assistance to new teachers. Teacher Induction Program Mentors provide 40 hours of individualized coaching to a teacher candidate and participate in up to 28 hours of mentor professional development.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Minimum of five years of teaching experience

LICENSES AND OTHER REQUIREMENTS:

- Valid Clear California Teaching Credential
- Valid California Driver's License

PREFERRED QUALIFICATIONS:

- Experience mentoring or coaching teachers

ESSENTIAL DUTIES:

- Meet with Induction Candidate/Teacher on a weekly basis
- Work in collaboration with candidate to develop Individualized Induction Learning Plans
- Ensure the Candidate's portfolio documents are completed and submitted in a timely manner
- Identify and build towards Mentor professional learning goals
- Participate in and attend all Mentor trainings
- Facilitate Candidate's participation in program evaluation processes and on-line surveys
- Notify the Program Director if a candidate leaves the program early
- Facilitate collaborative conversations between the Site administrator and Candidate
- Participate in the program evaluation process
- Perform other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of California Standards for the Teaching Profession, California Induction Program Standards
- Knowledge of teacher development and adult learning
- Knowledge of equitable programs and best practices which address the achievement gap
- Deep knowledge of principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement
- Knowledge of Common Core State Standards and application in subject or instructional areas

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SKILLS AND ABILITY TO:

- Be an exemplary professional role model
- Support fully a commitment to equity-centered schools and classrooms, through promotion of effective anti-bias anti-racist practices demonstrated to eliminate the opportunity gap for students (students of color, English Language Learners, students in low socio- economic status, students with disabilities, etc.) and reflect an asset-based lens for viewing students and capabilities
- Navigate Google Suite and Microsoft 365

WORKING CONDITIONS:

- Mentoring sessions are held in person at a school site with some video conferencing options available as well
- Mentors must be able to access the school site and the technology for video conferencing

ENVIRONMENT:

- Mentoring conducted in person at the Teacher's worksite, as well as video mentoring
- Attend seminars at the San Mateo County Office of Education and via video conferencing

SALARY:

- \$2,500 stipend per teacher