

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Peer Mentor

QUALIFICATIONS:

- Maine Department of Education (DOE) teacher or educational specialist certification
- Completion of Maine DOE-approved mentor training
- At least two years of experience working under a teacher or educational specialist certification in the Cape Elizabeth Schools
- Reflective practitioner with strong communication skills

REPORTS TO: Director of Teaching and Learning

SUPERVISES: N/A

JOB GOAL: To facilitate the integration of a new teacher or educational specialist into the Cape Elizabeth Schools and help promote their professional growth

PROFESSIONAL RESPONSIBILITIES:

- Introduce the mentee to staff and provide a tour of the school(s)
- Ensure the mentee knows where job-related personnel and things are located
- Meet regularly with the mentee to answer questions and share information about procedures and expectations connected to working in the Cape Elizabeth Schools
- Participate in three observation cycles (November, February, and May) with the purpose of improving the mentee's professional practice
- Provide support and guidance if issues arise
- Attend quarterly meetings with other mentors

TERMS OF EMPLOYMENT: Academic year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the professional responsibilities of the job are successfully completed and job goals met. The Director of Teaching and Learning will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: