



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY
INTERNAL CANDIDATES ONLY
July 28, 2016**

POSITION: MENTOR TEACHER

LOCATION: To be determined.

POSITION SUMMARY: To assist new/beginning teachers, 2nd or 3rd-year teachers, or teachers on intensive development plans as per specific performance responsibilities listed below. Assigned to assist teachers in developing classroom management, instructional skills and/or administrative skills on an as needed basis.

REPORTS TO: Principal

KNOWLEDGE, ABILITIES AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of employment, the candidate must have:

1. A minimum of a Standard Professional Certificate.
2. Tenure and satisfactory teaching experience with Calvert County Public Schools.
3. Demonstrated skill in using a variety of innovative instructional strategies and techniques, including technology.
4. Demonstrated skill in using a variety of successful management and discipline strategies.
5. Demonstrated ability in written and oral communication.
6. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, parents and community members.
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
8. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Helps to assimilate teacher(s) into the culture of the system, school and community.
2. Serves as a role model for the new/beginning teachers, 2nd or 3rd-year teachers, or teachers on intensive development plans.
3. Shares strategies, skills and resources with new/beginning teachers, 2nd or 3rd-year teachers, or teachers on intensive development plans.
4. Meets with new/beginning teachers, 2nd or 3rd-year teachers, or teachers on intensive development plans on a regular basis(s).
5. Participates in the new/beginning teacher workshop and orientation session as required.
6. Assists teachers in developing classroom management skills, instructional skills and/or administrative skills.
7. Participates in at least one mentor training each school year.
8. Completes and submits paperwork to the teacher induction coordinator in a timely fashion.

OTHER DUTIES: Performs related work as required or assigned by the school principal.

PHYSICAL DEMANDS: Position requires significant periods of standing and walking, and is performed in a typical school environment.

UNUSUAL DEMANDS: May be subject to a flexible work schedule.

TERMS OF EMPLOYMENT: Extra-duty, extra-pay position: \$835.00 stipend for the 2016 – 2017 school year.

FLSA STATUS: Exempt.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE: Open until filled. **Internal applicants please apply through the AppliTrack system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us**

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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