



# RIALTO UNIFIED SCHOOL DISTRICT

## Induction Mentor Job Description

### DEFINITION

Full-time Induction Mentor - The Induction Mentor will provide on-site mentoring support, guidance, resources, and information to preliminary credentialed Induction Teachers to assist in their professional growth and development of effective educational practices and will engage those teachers in a job-embedded formative assessment system of individualized mentoring support and professional growth to fulfill the requirements for the Clear Multiple Subject/Single Subject credentials.

### ESSENTIAL DUTIES

- Develop a sustaining mentoring relationship with each participating Induction Teacher based on openness, collaboration, reflection, and trust.
- Guide and assist the participating Induction Teacher in developing and implementing an Individual Learning Plan (ILP) based on the California Induction Standards, the California Standards for the Teaching Profession and the credential requirements.
- Hold regularly scheduled on-site mentoring sessions with the participating Induction Teachers, provide on-call assistance and on-going informal discussions, complete non-evaluative classroom observations with effective feedback, and facilitate other classroom observation and professional growth opportunities.
- Participate in all ongoing professional development activities for Induction Mentors including mentoring training and monthly collaboration meetings.
- Assist participating Induction Teachers in developing and maintaining their ILPs and individual growth goals that will be used in the formative assessment and reflective process.
- Participate in ongoing support and training activities for beginning teachers and Induction Mentors.
- Provide professional development on instructional topics for teachers in need of such support.
- Provide feedback on program effectiveness to site administrators, Induction Program Specialist, Lead Professional Development Agent and the Induction Advisory Council.
- Participate in the program evaluation process.
- Comply with Induction Program reporting procedures.

### QUALIFICATIONS

#### Knowledge of:

- Induction program is preferred.
- Appropriate State curriculum frameworks and Content/Performance Standards.

#### Ability to:

- Communicate effectively with other professionals.
- Demonstrate ability to work collaboratively with beginning teachers.
- Effectively mentor teachers at elementary, middle and high school levels

#### Experience and Education:

- At least five (5) years of exemplary classroom teaching experience and/or mentor teaching experience, which includes assessing student learning, creating and maintaining effective environments for student learning, and designing learning experiences necessary to meet the needs of a diverse student population.
- Possession of a valid California clear teaching credential.
- Bachelor's degree or higher degree from an accredited college or university.
- Tenured certificated employee.
- EL authorization or equivalent.

### PHYSICAL DEMANDS

#### Physical class:

**Moderate Work:** - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres, which would include asphalt, grass on playgrounds, and dirt.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

|                                     |                         |
|-------------------------------------|-------------------------|
| Occasionally/Low - up to 3 hours    | Kneeling: Occasionally  |
| Frequently/Medium - 3 to 6 hours    | Sitting: Occasionally   |
| Constantly/High - 6 to 8 hours plus | *Driving: Occasionally  |
| Stooping: Occasionally              | Walking: Frequently     |
| Bending: Frequently                 | Push/Pull: Occasionally |
| Lifting: Frequently                 | Standing: Occasionally  |
| Reaching: Frequently                | Carrying: Frequently    |
| Handling: Frequently                | Fingering: Frequently   |
| Grasping: Frequently                |                         |

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**Frequent motion:**

|   |   |
|---|---|
| Keyboarding: Occasionally                 | Twisting: Frequently                      |
| Elbow flexion/extension: Frequently       | Wrist flexion: Frequently                 |
| Forward should/neck flexion: Frequently   | Reaching to shoulder level: Occasionally  |
| Reaching below shoulder level: Frequently | Reaching above should level: Occasionally |

**Sensory requirements:**

|                             |                              |
|-----------------------------|------------------------------|
| Ability to see: Constantly  | Ability to smell: Constantly |
| Ability to hear: Constantly | Ability to touch: Constantly |
| Ability to talk: Constantly |                              |

**Must be able to deal with these environmental considerations:**

|               |  |
|---------------|--|
| Heat: Yes     | Fluorescent lights: Yes                    |
| Noise: Yes    | Working outside: 5% of the day             |
| Odor: Yes     | Working inside: 95% of the day             |
| Humidity: Low | Floor may be slippery at times: Yes        |
| Moisture: Yes | Working in close quarters with others: Yes |

**This job requires:**

|  |                                  |
|--|----------------------------------|
| Alertness: Constantly  | Attention to detail: Constantly  |
| Recall of names and dates: Yes   | The use of two hands: Constantly |
| Ability to work in temperatures down to 40 degrees and up to 110 degrees |                                  |

**Ability to deal with psychological factors:**

|   |                                  |
|---|----------------------------------|
| Team work: Yes  | Repetitive tasks: Yes-high       |
| Frustration: Medium                                       | Level of responsibility: High    |
| Flexible: Yes   | Must keep up with schedule: High |
| Able to work overtime as needed: High                     |                                  |
| Dealing with angry teachers, student, and parents: Medium |                                  |