Lead Mentor TLC Job 25-26

Job Title: Lead Mentor Teacher
Reports to: Campus Principal

Stipend: UP TO $1,590
(portioned by semester, contingent upon duties completed below)

Primary Purpose:

The primary responsibility of Lead Mentor Teachers is to provide classroom-based instructional mentoring to first-year teachers from Pre-K through 12th grade. Effective mentors must establish and maintain a trusting, confidential, and non-evaluative relationship with beginning teachers and be willing to assist them in reflecting on and analyzing their practice.

Education/Certification:
Bachelor's degree
Teaching Certification

Special Knowledge/Skills:
- Deep knowledge of the approach, design principles, and structure/components of Amplify CKLA and Eureka Math^2
- Knowledge of effective ELA and math pedagogy and classroom management best practices
- Positive organizational, communication, and interpersonal skills
- Leadership skills and the ability to promote the district's and campus's goals
- Approachable and relational in nature to contribute to an effective mentor relationship

Experience:
- A minimum of three years of experience as an effective classroom teacher
- At least three years of experience using Amplify CKLA and Eureka Math^2 successfully

Major Responsibilities and Duties:
- Support new teachers in internalizing and preparing to teach Amplify CKLA and Eureka Math^2
- Serve as a member of the Campus Leadership Team and attend campus meetings regularly. Attend LEAD and facilitate Strong Start Symposium Campus Day.
- Serve as a teacher leader with the capacity to support new teachers by building relationships and providing support.
- Facilitate monthly Campus Strong Start Sessions for campus mentors and new teachers.
- Oversee and support 1:1 mentors as they support their mentees.
- Work collaboratively with Teach Mentor (as applicable) to ensure consistency in support across the campus. In the absence of the Teach Mentor, support Year 2 Teachers.

Training and Extra Duty Pay

Summer Trainings 2025	
Summer Mentor Training	Choose one session below June 30 OR July 21 (KickUp Links Below)
July 30, 2025	LEAD Retreat
July 31, 2025	Strong Start Symposium Campus Day
2025-2026 School Year Dates	
<u>8:30-11:30 AM</u> Sept. 10 Nov. 19 Jan. 28 Feb. 25	
General Attendance Expectations	**If a sub is unavailable, the campus secretary will submit a screenshot indicating that a substitute was requested in TEAMS. The TLC will initiate a scheduled follow-up training (based on availability) with the director.*

Duty Breakdown:

Strong Start Symposium Campus Day	8 hours x $30/hour = $240	
LEAD Retreat Attendance	8 hours x $30/hour = $240	
Summer Mentor Training (Choose One)	2 hours x $30/hour = $60	
	Returning Lead Mentors June 30th 1:00 - 3:00 PM July 21st 9:00 - 11:00 AM	First Time Lead Mentors June 30th 9:00 -11:00 AM July 21st 1:00 - 3:00 PM
District TLC Training Attendance	During the Day	
Campus Leadership Team Participation	9 hours	
Menu of Supports: Including Campus Strong Start Sessions	up to 26 hours	

Menu of Support:

- Ongoing training on Amplify CKLA and Eureka Math^2
- Planning and facilitation of Strong Start Sessions
- New teacher support through written letters, gifts, encouragement, etc.
- Certification Check-ins with Adjunct Instructors
- 1:1 Mentor Support and check-in
- Observation and Feedback of Year 1 Teachers
- Year 2 Teacher Support
- Extra Duty Documentation and Submission Support
- *Appropriate documentation will need to be submitted on Extra Duty Google Form*