

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE: TAP & Mentor Program P.D. Coordinator

FLSA STATUS: Exempt

UPDATED: 6/26/09

POSITION OBJECTIVES: To work with TAP Director to plan and deliver TAP curriculum, manage portfolio process, and conduct scheduled observations of TAP students in the field; to coordinator and oversee the CCSU K-12 Mentoring Program; and to serve as the be the instructor of record for the CCSU Professional Development Institute and provide input for restructuring the Institute's differentiated professional learning opportunities.

ESSENTIAL DUTIES AND REPSONSIBILITIES include the following. Other duties might be assigned.

TEACHER APPRENTICEHSIP PROGRAM

- Participate in the development of TAP curriculum, including review of materials.
- Participate in the delivery of TAP curriculum during TAP Seminars (12-14 Days).
- Communicate and provide professional development to TAP mentors.
- Conduct onsite observations of TAP students during teaching periods of program.
- Review portfolio entries from students and provide feedback using approved rubrics – this includes providing recommendations letters when appropriate.

PROFESSIONAL DEVELOPMENT INSTITUTE

- Coordinate the CCSU Professional Development Institute to respond to improvement goals outlined in the CPCI and school action plans
- Communicate and utilize best practices for professional development through the Professional Development Institute which will result in improved professional practice for CCSU faculty members.
- Communicate and utilize best practices for needs-based, district aligned, differentiated professional learning programs that will result in improved student learning consistent with the district vision and action plans

CCSU MENTORING PROGRAM

- Organize, develops, coordinates, facilitates and delivers the CCSU K-12 Mentoring Program under the direction of the Executive Director of Curriculum, Instruction, and Assessment (EDCIA).
- Work collaboratively with the EDCIA and program personnel toward the establishment of an effective CCSU Mentoring Program at the assigned school(s); assess the effectiveness of the program, and modifies the program as necessary.
- Work collaboratively with the EDCIA and/or program personnel to develop and update the CCSU Mentoring Program guide specific to the school assignment(s).
- Coordinate and/or deliver mentor training programs offered during the summer and/or outside school hours.
- Works collaboratively with the Mentor Coordinators and Standing Mentors toward the establishment of an effective CCSU Mentoring Program and program guides at each of the assigned school(s) ensuring common practices, expectations, and program outcomes between and among the schools.
- Organizes, develops, and coordinates the delivery of professional development training for participants and mentors.
- Assists with the development of a **CCSU Mentoring Program** budget; manages and oversees the program budget with assistance from the Staff Assistant for Curriculum.
- Oversees the work of each Mentor Coordinator and Standing Mentor.

- Acts as liaison between the Central Office and the Mentor Coordinators/Standing Mentors; communicates and keeps records on mentor assignments.
- Plans, coordinates, and delivers pre-service orientation program for mentors and mentees.
- Initiates and builds a foundation with teachers for the continued study of professional practice.
- Fosters the positive attitudes of program participants about teaching and learning.
- Provides emotional support and encouragement to participants to promote the retention of highly qualified teachers.
- Meets at least annually with each school principal to determine program needs and effectiveness
- Develops surveys and analyzes results to report the outcomes and efficacy of the program annually to the Superintendent or his designees

SUPERVISION RECEIVED: Works with, reports to, and is supervised and evaluated by the TAP Director with input from the EDCIA.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Must hold a valid Vermont Educator License
- Must have taught or conducted administrative functions for a minimum of 5 years.
- Must have supervisory experience and training towards Masters in Education or an Administrator's license.
- Strong collaboration, communication, and writing skills.
- Demonstrated proficiency as an educator in the four domains of professional practice.
- Proven leadership ability in the supervisory union.
- Completed full coaching and mentoring training offered through CCSU.
- Ability to make the time commitments necessary for successful leadership.
- Highly committed to the task of helping teachers find success and gratification in their new work.
- Evidence of success as a cooperating teacher, or other mentoring capacity.
- Evidence of success in a leadership role.
- Proven professional commitment to the school and supervisory union including recent and significant involvement in student activities, school/district projects and professional initiatives, events, committees and the like.
- Demonstrated excellence in working with adults.
- Proven commitment to on-going professional development and district initiatives.
- Demonstrated sensitivity to others' view-point.
- Demonstrated willingness to be an active and open listener.
- Demonstrated competence in social and public relation skills.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.