Title: **Director of Mentoring and Teacher Quality** Pay Grade: 309
Reports to: Chief Human Capital Management Officer FLSA: Exempt
Department: Mentoring and Teacher Quality Length of Assignment: 226 days

Summary

Responsible for the on-going operation of district professional development of mentors and mentees including developing, coordinating, implementing and supervising the delivery of training activities in order to improve teacher and administrator performance. Provide support and feedback to campus administration to ensure high quality staffing and retention of district personnel. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Design, develop, implement, and coordinate district Beginning Teacher Induction Mentor Program (BTIM) and Administrator Mentorship Program.
2. Collaborate with district stakeholders to design, develop, implement, and coordinate a common training protocol for teachers and administrators through induction and mentorship.
3. Maintain a database and system of record keeping that ensures high quality and continuous improvement of district-wide professional development activities for all mentees and mentors.
4. Conduct annual comprehensive needs assessment and program improvement plans.
5. Monitor and support teacher and administrator mentors in district-wide professional development activities and programs.
6. Prepare, plan, and manage budget in accordance with district, state, and federal guidelines. Coordinate and expedite contracts for external professional development services as needed.
7. Mentor teachers and administrators through conferences, demonstrations, observations, and/or campus visits.
8. Conduct observations and/or classroom visits for BTIM teachers as needed.
9. Assist new teachers in implementing district curriculum and/or programs in the classroom setting.
10. Model lifelong learning and continuous improvement by maintaining a high-quality professional development plan and support system for high quality staffing and retention.
11. Have working knowledge of the employee appraisal systems to include the Texas Teacher Evaluation and Support System (T-TESS), Texas Principal Evaluation and Support System (T-PESS), and Student Learning Objective (SLO's).
12. Attend appropriate campus/district administrative meetings affecting mentor programs.
13. Facilitate effective communication and articulation between campus administration and central office stakeholders.
14. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Master's degree; Principal's (Mid-Management) certificate, preferred; T-TESS certification; five (5) years of professional educational experience to include three (3) years of teaching experience; two (2) years of supervisory or administrative experience. Possess a working knowledge of curriculum and instruction; ability to evaluate instructional program and teaching effectiveness; ability to manage budget and personnel; ability to coordinate district functions; ability to interpret policy, procedures and data. Must have strong organizational, communications, public relations and interpersonal skills. Valid Texas or New Mexico driver's license; insurable by the District's auto liability insurance carrier. Subject to the District's drug and alcohol screening policy and regulation.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.