

PRESTON COUNTY SCHOOLS  
731 PRESTON DRIVE, KINGWOOD, WV 26537  
304-329-0580 FAX 304-329-0720  
2010-2011 SCHOOL YEAR

Posting Date: July 14, 2010

Closing Date: Until filled/as needed

**Position:** Beginning Teacher/Principal Mentors  
**Location:** Local Schools  
**Salary:** \$600.00 at completion  
**Employment Term:** To be assigned as needed during the 2010-2011 school year  
**Supervisor:** Dr. Michael Teets, Assistant Superintendent and building Principal.  
**Certification:** Valid WV Teaching Certificate and Mentor Training  
**Budget Source:** Center for Professional Development  
**Application Process:** Submit inquires to the Personnel Office by mail, email or fax.

**Responsibilities:**

1. Pre-conference discussion, observation and post-conference discussion with assigned new teacher.
2. Provide classroom assistance to the beginning teacher in the delivery of his/her instructional program. Provide administrative assistance to the beginning teacher in the delivery of his/her daily responsibilities.
3. Assist the beginning teacher/principal in acquiring materials and other resources.
4. Attend all staff development sessions and complete necessary assignments for mentor teachers/principals.
5. Establish a constructive beginning teacher/principal-mentor relationship designed to enhance communication and exchange of ideas.
6. Keep the principal informed of interventions with the assigned beginning teacher without betraying confidentiality.
7. Assist the beginning teacher in planning, preparing and conducting classroom instruction.
8. Observe, analyze and provide feedback on the beginning teacher's /principal delivery of his/her instructional program.
9. Advise the beginning teacher on strategies to maintain effective classroom management. Advise the beginning principal on strategies to maintain effective school-wide management.
10. Assist the beginning teacher in developing methods to appropriately evaluate student progress. Assist the beginning principal in developing methods to appropriately evaluate personal progress.
11. Use the supervisory techniques necessary to improve the beginning teachers/principals delivery methods.
12. Discuss and put into practice techniques and/or strategies to improve areas of need.
13. Identify professional development opportunities that will enhance the beginning teachers principals subject area knowledge.
14. Disseminate information and encourage the beginning teachers principals attendance at workshops seminars, staff development training and other educational offerings.

**Minimum Qualifications:**

1. Valid West Virginia teacher certification.
2. Approved completion of the Mentor Training Program.
3. At least five (5) years of teaching experience.
4. In field Masters Degree preferred.
5. Satisfactory evaluation.
6. Demonstrated ability to communicate effectively both verbally and in writing.
7. Interest in assisting teachers or principal new to the profession.
8. Ability to assist beginning teachers/principal through a supervisory rather than evaluative approach.
9. Ability to keep confidentiality standards.
10. Willingness to attend staff developments and related sessions for mentors.
11. Teachers at the same school, teaching the same or similar subject and grade level as new teachers will be given preference.

**Equal Employment Opportunity:**

*As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.*