



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

**Classroom Based Mentor Job Description
SMMUSD New Teacher Induction Program**

ESSENTIAL QUALIFICATIONS:

- Minimum of three (3) years **classroom** teaching experience
- Demonstrated ability in teaching and knowledge of curriculum, ability to work with adult learners, ability to support and encourage new members of the teaching profession, skills in self-assessment, reflective practice and personal experience in the process of inquiry, and familiarity with the California Standards for the Teaching Profession (CSTP).
- Must hold a Life or Clear credential
- Must be employed by SMMUSD

DESIRABLE QUALIFICATIONS:

- Prior successful experience as an Induction Candidate or former Mentor
- National Board Certification
- Professional Development/Instructional Leader
- Master Teacher

DUTIES AND RESPONSIBILITIES:

Classroom Based Mentors, under the direction of the SMMUSD New Teacher Induction Program Coordinators, within Human Resources, will:

- Participate in Induction Mentor trainings
- Attend monthly program delivery meetings with candidates (known as Milestone Meetings)
- Provide "just in time" support for their Induction candidate(s)
- Guide and assist their Induction Candidate throughout two years with the development and implementation of an Individual Learning Plan (ILP)
- Support Candidate in growing professionally in the California Standards for the Teaching Profession (CSTPs) via engagement in continuous cycles of improvement (inquiry)
- Complete documentation as necessary (including Milestone reflections, collaborative logs, and meeting surveys)
- Work with 1-2 Induction Candidates.
- Participate in relevant professional development activities that facilitate your growth as a mentor and support your understanding of program requirements
- Model effective instructional skills and the habits of a reflective practitioner
- Respond to requests for information from the Program Coordinators

MATCHING Mentor to Candidate GUIDELINES

- On site/ same content area is strongly encouraged
- Same grade level, subject, credential areas require consideration

COMPENSATION:

- Per candidate, either 20 NBCT service hour credits or a stipend: New Mentors: \$1350, 1-3 Candidate Mentorship Experience- \$1500, 4+ Candidate Mentorship Experience: \$1750
- 2 release days for Mentor training and up to 1.5 additional days for candidate inquiry observations.
- Stipend to be paid monthly upon satisfactory completion of program requirements.

APPLICATION/SELECTION PROCEDURE: Interested persons should submit a completed application to Induction Leadership in Human Resources (1651 16th Street; Santa Monica, CA 90404).

APPLY HERE: <https://forms.gle/2YP56UgwznN3j1m17>

For FURTHER INFORMATION: Sofia Cedillo scedillo@smmusd.org or Tristen Gartrell tgartrell@smmusd.org