

Summers County Schools  
Job Description  
ACE Mentor

QUALIFICATIONS:

- Applicant must hold a valid WV Teaching Certificate.
- Completion/Verification of Teacher Mentor Training.
- Must provide documentation and evaluation of past performances no less than 5 years' experience.
- Applicant must pass criminal background check conducted pursuant to Summers County Board of Education Policy IV-G-4.
- Applicant must pass a drug test conducted pursuant to Summers County Board of Education Policy IV-H-1.

SALARY: \$23.00 per hour, not to exceed 8 hours per week

TERM: School Term

RESPONSIBLE TO: Curriculum Director, and Superintendent

JOB RESPONSIBILITIES: The mentor shall:

1. Maintain professional work habits.
2. Provide professional development as/for teacher orientation and other pertinent information and strategies.
3. Observe classroom teachers and provide constructive feedback.
4. Model effective classroom instruction.
5. Assist staff in selecting and securing appropriate instructional materials, strategies, and programs.
6. Meet monthly with the curriculum director and others as needed for program planning, implementation, evaluation.
7. Analyze individual needs and make follow-up recommendations.
8. Assist teachers in assessing strengths and needs of the teacher in order to provide an effective classroom.
9. Performs any other job related duties assigned by the principal, supervisor, and superintendent

***DISCRIMINATION PROHIBITED***

***As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Dr. Lina Knott, Title IX and Section 504 Coordinator, Summers***

Summers County Schools  
Job Description  
ACE Mentor

*County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, (215)596-6795*