

**RANGELEY LAKES REGIONAL SCHOOL  
JOB DESCRIPTION**

**TITLE:** New Teacher Mentor Chairman

**REPORTS TO:** Superintendent/Principal

**RESPONSIBILITIES:**

- Work with the principal and committee to match mentors to first-year teachers
- Assist the mentors and mentees in solving problems as needed
- Collect documentation (Monthly calendars, observation forms and mentor/mentee contracts)
- Keep the principal informed on program implementation
- Participate in mentor training as required by the district
- Arrange coverage for mentors to observe mentee's classroom

Approved: 4.1.2024