

**RANGELEY LAKES REGIONAL SCHOOL
JOB DESCRIPTION**

TITLE: New Teacher Mentor

REPORTS TO: Superintendent/Principal

RESPONSIBILITIES:

- Commit to the mentor program by signing the Mentor/Mentee Contract and Confidentiality Agreement
- Meet with the first-year and second-year teachers weekly
- Work with first-year teacher on personal, professional, and instructional issues
- Oversee the new teacher's classroom or watch the mentee's self-reflection video to offer guidance and support twice a year (October and March)
- Allow first-year and second-year teachers to observe your classroom or help arrange an observation
- Keep all communication with the mentee confidential unless someone is in danger
- Meet with the mentor coordinator a minimum of once per semester
- Participate in mentor training as required by the district
- Turn in all documentation to the mentor coordinator before the November and April deadlines

Approved: 4.1.2024