

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT  
565 Maple Street, Hathorne, MA 01937

JOB DESCRIPTION  
**TEACHER INDUCTION SUPERVISOR**

QUALIFICATIONS:

- Licensed as a Teacher and rated Proficient in Teacher Evaluation System
- Must hold Professional Teacher Status with the District
- Excellent interpersonal skills
- Superior communication skills

REPORTS TO:

Principal or Director of Human Resources

RESPONSIBILITIES:

1. Collaborate with the Administration to implement the Induction and Mentoring program for the District.
2. Plan and facilitate the Academy for New Teachers annually.
3. Plan and implement New Teacher Orientation Program prior to the start of the academic year for beginning teachers and all other incoming teachers.
4. Develop and execute the District Mentor Training Program for Beginning Teachers and Incoming Teachers, including strategies for supporting teachers in years 2 and 3 of their careers, ensuring that the following Core Mentoring activities are provided:
  - a. Assist the beginning teacher with the Teacher Evaluation System
  - b. Assist the beginning teacher in analyzing student data and reflecting on professional practice
  - c. Meet frequently throughout the school year with new teachers, both formally and informally, to plan curriculum and lessons
  - d. Assist the beginning teacher to integrate into the school culture
5. Serve as Mentor to all first and second year teachers.
6. Schedule regular meetings with beginning/incoming teachers to establish ongoing opportunities for support.
7. Plan opportunities for beginning/incoming teachers to meet as a peer group, including additional professional development opportunities.

8. Provide release time for the mentor and beginning teacher to engage in classroom and career area observations and other mentoring activities.
9. Link beginning/incoming teachers with a network of effective teachers that they can rely on for assistance and guidance.
10. Be a participant on the committee which hires new teachers to the District, whenever possible.
11. Develop and implement systems for mentee accountability, time logs, etc.
12. Identify resources needed to implement the program.
13. Coordinate Teacher Rounds program for Year 3 teachers.
14. Participate in professional development/courses or workshops related to teacher induction and mentoring.
15. Assist with compiling data for the annual induction and mentoring report for DESE.
16. This position will include up to .4 FTE in teaching responsibilities and/or supervisory duties.

#### TERMS AND CONDITIONS OF EMPLOYMENT:

1. This position is part of the Hathorne Teachers' Federation Collective Bargaining Agreement.
2. This position encompasses the school year plus up to ten (10) days beyond; these additional days must be approved by the Superintendent-Director or his designee.