The job of Mentor was established for the purposes of providing assistance and support for faculty new to Natrona County School District #1 (NCSD); helping new faculty to meet the high expectations of NCSD and the educational needs of their students; and facilitating coordination of activities with other NCSD departments and schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the development, maintenance and coordination of public relations for the purpose of promoting the induction, orientation, mentoring, and staff development programs within NCSD and the community.
- Assists in the development, implementation, and administration of goals, objectives, and procedures for the purpose of providing effective and efficient induction, orientation, mentoring, professional development program(s) and services (e.g. growth action plans for new employees; artifact development and review; train-the-trainer programs, etc.).
- Assists with a strategic planning process for the purpose of ensuring the development and implementation of quality programs(s) for new employees (e.g. induction, orientation, and mentoring, etc.).
- Develops collaborative partnerships with NCSD administrators, association leaders, community, and state agencies for the purpose of supporting the induction, orientation, mentor, and staff development needs of new employees.
- Establishes mentor programs (e.g. induction, orientation, and professional development, etc.) for the purpose of meeting objectives that are consistent with NCSD mission and goals.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides research-based program activities (e.g. induction, orientation, mentor, and professional development, etc.) for the purpose of supporting the learning needs of students and new employees.
- Provides professional leadership and facilitation for the purpose of ensuring effective and successful initiation and development at NCSD (e.g. induction, orientation, mentor, and staff development programs, etc.).
- Recommends program expenditures for the purpose of meeting program(s) objectives and maximizing budget efficiencies.
MINIMUM QUALIFICATIONS

Knowledge of:

- Danielson Framework for Induction and District Standards (Standards-Based Education, Assessment Literacy, Differentiated Instruction, Technology Integration)
- Modern office practices, methods, and computer equipment
- Pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures
- Principles and practices of systemic continuous improvement and report preparation
- Principles of observation, coaching, training, and performance evaluation
- Principles and procedures of record keeping
- Principles and practices used in dealing with the public
- Recent development, current literature, and sources of information related to human resources administration and contract negotiation
- Services and activities provided in a human resources program

Skill to:

- Operate modern office equipment including computer equipment
- Type and enter data at a speed necessary for successful job performance

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Communicate clearly and concisely, both orally and in writing
- Deal constructively with conflict
- Establish, maintain, and foster positive and harmonious working relationships with others
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Gain cooperation through discussion and persuasion
- Handle multiple concurrent projects and manage priorities and tasks
- Independently compose correspondence and memoranda
- Maintain confidentiality (e.g. employee information, etc.)
- Maintain and prepare complex, extensive, and confidential records and report
- Perform responsible and difficult human resources work involving the use of independent judgment and personal initiative
- Research, collect, compile, and analyze information and data
- Respond to requests and inquiries from the general public and staff including personnel policies and procedures
- Supervise, train, provide feedback and guidance to assigned staff
- Understand the organization and operation of NCSD’s human resources department—as necessary—to assume assigned responsibilities
- Work independently in the absence of supervision
SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

- Master’s degree from an accredited college or university
- A minimum of five years of classroom teaching experience

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication, that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS

<table>
<thead>
<tr>
<th>Physical Activities:</th>
<th>Under 1/3 of the time:</th>
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<tbody>
<tr>
<td></td>
<td>Climb or balance</td>
</tr>
<tr>
<td></td>
<td>Stoop, kneel, crouch or crawl</td>
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</tbody>
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<table>
<thead>
<tr>
<th>1/3 to 2/3 of the time:</th>
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<tbody>
<tr>
<td>Stand</td>
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<tr>
<td>Walk</td>
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<table>
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<tr>
<th>Over 2/3 of the time:</th>
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<tbody>
<tr>
<td>Sit</td>
</tr>
<tr>
<td>Use hands to finger, handle or feel</td>
</tr>
<tr>
<td>Reach with hands and arms</td>
</tr>
<tr>
<td>Talk or hear</td>
</tr>
</tbody>
</table>
PHYSICAL DEMANDS continued

Required Movements:  
Frequently:  
Twist body part above waist  
Rotate body part above waist  

Occasionally:  
Bend  
Reach  
Squat  
Kneel (duration at one time) 5 -30 minutes  
Climb on step ladder  
Push or pull less than 50 pounds

Weight Limit:  
Under 1/3 of the time:  
Lift up to 25 pounds

Over 2/3 of the time:  
Lift up to 10 pounds

Special Vision Required:  
Close vision (clear vision at 20 inches or less)

Hearing Demands:  
Ability to hear well enough for any type of position (e.g. normal hearing and audiogram including normal noise and speech discrimination)

WORK ENVIRONMENT

Typical Noise:  
Moderate noise (e.g. business office w/computers and printers, light traffic)

Environment:  
Under 1/3 of the time:  
Fumes or airborne particles  
Wet or humid conditions (non-weather)

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): __________________________________________________

Employee Signature: __________________________ Date: ________________