**Career in Teaching**

**JOB DESCRIPTION FOR THE POSITION OF: CIT Lead Teacher-Mentor**

**SUMMARY DESCRIPTION:** This Lead Teacher position will provide support to any of the following teachers: newly employed teachers (Interns); Resident or Professional teachers who change tenure areas; Resident or Professional teachers that have requested professional support; uncertified teachers with probationary appointments (Professional Support Uncertified); Professional level teachers that have been recommended for Intervention services.

**JOB RESPONSIBILITIES/ROLES:**

* Demonstrate, model, and co-teach effective teaching strategies (including sample lessons, unit plans and other instructional materials) and intervene when necessary.
* Provide frequent, regular classroom observations with written and oral feedback.
* Use peer-coaching skills during post-observation or other conferences.
* Provide and model as needed classroom management strategies.
* Conduct peer observations.
* Communicate with administrators.
* Maintain confidentiality.
* Suggest professional development workshops.
* Make recommendations for Interns’ (first-year teachers) continued employment to the CIT Governing Panel.
* Attend monthly CIT forums and other CIT professional development workshops.
* Develop and keep a log of daily interaction with assigned interns.
* Complete and submit all required mentor-intern paperwork according to specified deadlines.
* Support assigned teachers in all evaluation rubric domains to strengthen teaching and learning for the benefit of students.

SPECIAL QUALIFICATIONS

* Status as a permanently certified and tenured teacher, with at least 7 years of effective classroom teaching experience and/or direct daily student contact, five of which must be with the Rochester City School District.
* Demonstrated ability to work successfully with students who have the greatest needs.
* Demonstrated expertise in content knowledge and location of content resources.
* Demonstrated effective written and oral communication skills.
* Utilized professional growth opportunities, including leadership and participation in a wide range of significant professional development activities.
* Employed/studied a variety of classroom environment, interpersonal interaction and instructional techniques.
* Demonstrated ability to work collaboratively and effectively with colleagues, administrators and other professional staff.
* Demonstrated effective leadership skills.
* Demonstrated involvement with students, their families and the community.
* Willingness to accept assignments in low-performing schools.
* Demonstrated effective time management and organizational skills.

REPORTING, SUPERVISION AND EVALUATION:

* The CIT Joint Governing Panel directs and monitors the supervision and evaluation of Lead Teacher-Mentors.
* The evaluation of Lead Teachers involves peers and administrators within the organizational unit to which the Lead Teacher is assigned.

TIME COMMITMENT AND COMPENSATION:

* Selection as a Lead Teacher/Mentor does not guarantee an active assignment.
* Selection as a Lead Teacher does not necessarily include release time from full-time classroom responsibilities.
* Lead Teachers assigned as Mentors on active assignment will
* attend mandatory four-day (noon-5:00 p.m. daily) CIT professional development in summer 2023 (dates TBA);
* attend mandatory CIT monthly mentor professional development forums;
* receive compensation for their services, in recognition of their additional responsibilities and time worked beyond the professional day and year. Compensation for mentors with release time is a 10% differential on their base salary. Mentors assigned on a school base model will receive a 5% differential on their base salary for working with one teacher or a 10% differential on their base salary for working with more than one teacher.

APPLICATION:

* A complete application package includes the application form, personal statement, all required confidential reference materials, and if desired, a resume or portfolio. Details and forms are at the CIT Website: [www.rcsdk12.org/CIT/Application](http://www.rcsdk12.org/CIT/Application).
* Deadline for submission of applications is Friday, February 28, 2025, at 4:00 pm. Submit to CIT Office, located at 131 West Broad Street; Room 2E-22 or email to [CIT@rcsdk12.org](mailto:CIT@rcsdk12.org). (Emailed applications are preferred.)
* Interviews with members of the CIT Governing Panel will be scheduled for qualified applicants.