

AIMS K-12 College Prep Charter District



Title: Teacher Intern Mentor

Category: Certificated

Work Year: Academic Year

Employment Type: Part Time

Stipend: \$2000

Supervisor: Director of Schools or Designee

JOB GOALS: The Teacher Intern Mentor at AIMS K-12 College Prep, under the direction of the Director of Schools or Designee, provides key leadership in the development of AIMS' faculty in partnership with Commission on Teacher Credentialing approved teacher preparation programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- In this role, you will mentor and coach intern teachers assigned to classrooms throughout the district, offering intensive support to facilitate their growth and student achievement.
- Provide ongoing guidance and assistance to Interns at school sites.
- Support the development and implementation of assessment, teaching, and classroom management strategies.
- Select and provide appropriate instructional materials, accommodations, adaptations, and modifications.
- Utilize district online platforms and integrated technology for communication and instructional purposes.
- Engage in daily and weekly planning and co-teaching as applicable.
- Demonstrate mastery of teaching performance expectations.
- Reflect on and improve intern teacher practice through a coaching model.
- Maintain a schedule of appointments and attend ongoing support provider training.

QUALIFICATIONS:

- Valid California Clear Credential with EL Authorization and Subject Match with Intern or Administrative Services Credential.
- Minimum of three years of successful teaching experience and completion of Induction or equivalent, leading to Clear Credential.
- Knowledge of coaching strategies and working with adult learners
- Experience and strategies for English Language Learner instruction.
- Familiarity with California Commission on Teacher Credentialing (CCTC) requirements, Teaching Performance Expectations (TPEs), Teaching Performance Assessments (TPAs), New Teacher Development, Mentoring and Coaching New Teachers, California State/Common Core Standards, Integrated Technology, and Working with English Language Learners.
- Experience in working with K-12 students.
- Fingerprinting and TB requirements.

CERTIFICATION REQUIREMENTS:

- Valid California Clear Credential with EL Authorization and Subject Match with Intern or Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet deadlines on a tight schedule
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with staff in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing staff
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently
- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar, etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

PHYSICAL ACTIVITY REQUIREMENTS:**Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

Minimum Body Movement (Frequency): 4

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending November 2023 Board Approval