

POSITION TITLE: Career in Teaching Mentor Teacher) (CIT) (1.0 FTE)

(Please submit a letter of interest for this position) THIS POSITION IS OPEN TO CERTIFICATED BARGAINING UNIT MEMBERS ONLY.

SUMMARY OF ASSIGNMENT:

Offer all newly-hired teachers the support and direction necessary to make their teaching experience in **Spokane Public Schools** as successful as possible. Work with newly-hired teachers and coach, assist and assess their classroom performance.

PERFORMANCE RESPONSIBILITIES:

1. Observe new teachers assigned to their caseloads on a regular basis and conduct observation conferences.
2. Work as part of a team to develop a curriculum that identifies what new teachers need to know, understand, and be able to do in order to be successful.
3. Work as part of a team to develop and conduct professional development activities for new teachers.
4. Plan and present monthly workshops for new teachers.
5. Participate in required professional development activities.
6. Visit classrooms and make time available for consultation outside the school day.
7. Maintain strict confidentiality.
8. Follow timelines and make required reports.
9. Meet with other consulting teachers on a weekly basis.
10. Meet with the Career in Teaching (CIT) Governing Panel/Program Facilitator.
11. Work with each new teacher to develop goals and a plan of action for the year.
12. Perform other duties as assigned.

QUALIFICATIONS:

1. Qualifies for a valid Washington State teaching certificate with appropriate endorsements as required by law and regulations.
2. Seven (7) years of successful teaching experience in the Spokane Public Schools.
3. Demonstrates outstanding classroom teaching ability and a thorough understanding of the instructional/learning process.
4. Demonstrates talent in written and oral communications.



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5. Demonstrates effective application of a wide variety of classroom management and instructional techniques.
6. Demonstrates ability to analyze and apply assessment data.
7. Demonstrates ability to work cooperatively and effectively with other professional staff members.
8. Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
9. Demonstrates clear understanding of state and district essential learnings and assessment requirements.
10. Demonstrates the ability to work successfully with racially, culturally, and linguistically different groups.
11. Demonstrates integration of technology into planning, learning, and record-keeping activities.
12. Demonstrates confidence when being observed by other teachers.

IMMEDIATE SUPERVISOR: Director of Support Services

TERMS OF EMPLOYMENT:

1. *Program Requirements* -- Employees will work full time as a Consulting Teacher (CT) and carry a suggested caseload of 10 to 15 new teachers. The term of the CT will be three to five years. A teacher may not be appointed to an administrative position in the Spokane Public Schools while serving as a CT or for one full school year after serving as a CT. Upon completion of service as a CT, a teacher will have the right to return to a comparable teaching position in the district. All CiTs will receive their regular salary plus a 10% stipend for additional responsibilities.
2. *Work Year and Salary*) Certificated employees are contracted for a 188-day work year. Salary schedule range for a full-time (1.0 FTE) position is from \$28,300.00 to \$56,588.00, depending upon applicable prior certificated experience, approved credits, earned degrees, and the FTE of the position. In addition, certificated employees receive an additional 6% stipend for additional responsibilities. Employees with 23 or more years of certificated experience receive an additional 8.2% stipend for additional responsibilities.
3. *Benefits*) Fringe benefits include medical, dental, vision, basic life insurance, and long-term disability coverage is provided for employees who work at least half-time or more in a regular position. In addition, employees have access to a variety of optional benefits through payroll deduction.
4. *Association Membership*) Pursuant to the collective bargaining agreement between Spokane Public Schools and the Spokane Education Association, a newly-elected employee must either become a member of the association, pay an equivalent representation fee, or based on a bona



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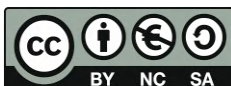
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- fide religious objections, pay an equivalent amount to a nonreligious charity mutually agreed upon by the employee and the association.
5. Other working conditions as negotiated between Spokane Public Schools and the Spokane Education Association (SEA).

APPLICATION PROCEDURE:

1. Regularly Employed District No. 81 Certificated Staff
 1. It is the responsibility of in-district employees seeking placement to contact the site office and review any charter, variances, and other governance documents which may exist at the site.
2. All continuing contract employees must submit voluntary transfer packet information, to include the following documents by 5 p.m., May 7, 2004:
 1. The Certificated Personnel Voluntary Transfer form, which includes the employee's position, location, position requested, and pertinent demographic data. Forms are available at <http://www.spokaneschools.org/HumanResources/> or at the Human Resources Department.
 2. A letter of interest, indicating the employee's abilities, qualifications, and reasons for desiring the transfer request.
 3. Any additional information the employee would like to include; at least two letters of recommendation, one from your most recent supervisor, are recommended.
3. General Applicants
 1. Must have completed the application process by the closing date. Once an application is received in Human Resources, it usually takes two to six weeks to complete the application process.
 2. Applicants will be briefed on the site's governance documents or variances as a part of the hiring process if selected for an interview.

Information regarding additional positions available in Spokane Public Schools may be obtained by calling the district's Job Information Line at (509) 354-5990. Certificated application available via Intranet, visit our web site at www.spokaneschools.org.



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