



# CONTENT SPECIALIST – PEER MENTOR

## SUMMARY/SCOPE/GOAL

Provide mandatory assistance to newly hired teachers and experienced teachers who are having difficulties in the performance of their classroom duties.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree from an accredited educational institution.
- Must currently be a classroom teacher and must have at least three (3) years of classroom teaching experience.
- Must include three letters of recommendation detailing your impact on mentoring other teachers, at least one of which is from current principal.
- Clinical Educator Training and experience as a mentor teacher.

#### PREFERRED/DESIRED:

- Master's Degree preferred.
- Past or present Brevard County area finalist for Teacher of the Year preferred.

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Certified by the state of Florida in any curriculum area at any instructional level.
- Valid State Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Develop guides and other support materials necessary to the programs.
2. Plan and implement professional development opportunities that address both current research and future instructional needs.
3. Demonstrate effective teaching techniques.
4. Maintain an awareness of current research and curricular trends and disseminate information to personnel throughout the district.
5. Visit schools and provide technical support and expertise to personnel to create positive classroom environments that meets the needs of all learners.
6. Participate in cooperative long-range planning with other departments and schools to make the most effective use of resources.
7. Facilitate effective communication and articulation among schools within feeder chains.
8. Mentor colleagues through conferences, demonstrations, observations and providing personal assistance.
9. Assist district staff at new teacher orientations.
10. Conduct teacher workshops and district in-service day workshops.

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11. Evaluate classroom performance in accordance with standard classroom management and effective teaching strategies for the purposes of providing constructive feedback.
12. Assist in developing professional development assistance plans.
13. Assist Resource Teachers in implementing district curriculum and/or programs in a classroom setting.
14. Assist teachers participating in the Professional Development Certification Program (PDCP).
15. Use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking capabilities of students.
16. Use appropriate instruction strategies and materials that reflect each student's culture, learning styles, special needs, and socio-economic background.
17. Fulfill the terms of any affected written contract and adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
18. Assist in the enforcement of all federal, state and district regulations, policies, and procedures.

### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Demonstrated teaching and leadership skills, written and oral communication skills, extensive knowledge of teaching techniques, curriculum, and staff development. Ability to collect and analyze data from a variety of sources, evaluate and make recommendations. Ability to work cooperatively and collaboratively with other departments, demonstrate self-discipline and initiative, and follow state and district guidelines. Demonstrated planning and organization. Ability to provide appropriate educational environment and experiences based on developmental needs of students, behavioral management techniques, current knowledge of educational trends, methods, research, and technology. Demonstrated ability to deliver appropriate instructional strategies in the classroom; ability to analyze student performance data; skill in analyzing, diagnosing, and evaluating; knowledge of varied learning styles.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **TRAINING:**

N/A

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

**FOR HR USE ONLY:**

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|-------------------------|--------------------|-------------------------|---|
| <b>DIVISION:</b>        | Human Resources    | <b>DEPARTMENT:</b>      | Professional Learning and Development                               |
| <b>TITLE CODE:</b>      | E1680              | <b>CONTENT BY:</b>      | Mike Alba – Director - Ofc of Professional Learning and Development |
| <b>GRADE:</b>           | N/A                | <b>COMPENSATION:</b>    | Ellie Kelly – Human Resources                                       |
| <b>UNIT:</b>            | BFT                | <b>LABOR RELATIONS:</b> | Karyle Green, Ed.D.   |
| <b>LAST BOARD APVD:</b> | Submitted 6/4/2021 | <b>CLASSIFICATION:</b>  | Beth Thedy, Ed.D.   |

| REV: | DATE:    | REVISION CONTROL: | INITIATED BY:   |
|------|----------|-------------------|---|
| 1.0  | 6/1/2021 | Developed         | Mike Alba – Director - Ofc of Professional Learning and Development |
|      |          |                   |   |
|      |          |                   |   |

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.