

Model Teacher and Mentor Teacher FAQ

Q1: Can you apply for both positions?

A1: Yes. These are two different positions, so if selected for both positions, you would receive two separate supplemental contracts.

Q2: Where do I find the application for the Mentor Teacher position? (in these directions, you actually find the application for both positions.)

A2: Directions for the application:

1. District website
2. Click on “Careers” or “Jobs” (careers is up in the right-hand corner, Jobs button is the blue button below the scrolling pictures)
3. View External/Internal Positions
4. Student Support Services
5. Both Mentor and Model applications are posted here
6. NOTE: You do **NOT** need to provide a resume, cover letter, or references in this system.

For the **Mentor** position, you will also need 3 people (one of which should be your evaluator) to fill out the Recommendation form. They can find that recommendation form:

1. District website
2. Staff Login
3. Online Forms (School Stream)
4. Login
5. “Mentor Teacher Recommendation” form

Q3: How long and often are the outside of school day meetings for the Mentor position?

A3: There will be five district meetings that all mentors and mentees must attend – usually scheduled on a Wednesday evening in October, December, January, February, and April. These meetings run from 3:45-5:00 and are held at the District Office.

In addition to that, the mentee and mentor are asked to meet at least one additional hour per month to make sure the mentee is moving forward on the Iowa Teaching Standards or any other help the new teacher needs. This hour can be at one time or broken up into different time segments.

Depending on the needs of the new teacher, there could additional time needed to meet with the new teacher.

Q4: How long and often are the outside of school day meetings for the Model position?

A4: Some of this will depend on time of year, but you should expect to meet as a Model teacher group with one or more of the Instructional Coaches outside of the school day at least every

other week for 1 to 1.5 hours. This could be more leading up a Professional Development day for planning purposes.

Q5: Are there any responsibilities over the summer?

A5: As far as the Mentor position, the only way there would be summer responsibilities is if the new teacher wants to meet over the summer to get acclimated to the building, etc. If that is the case, the Mentor teacher could be paid additional time to meet with the new teacher. Mentor teachers would also be expected to attend the “New Teacher” PD days that are set on the district calendar before the school year begins.

Model teachers may be asked to meet one-two days during the summer with Instructional coaches to begin planning for the year. Also, depending on when or if High Impact training is offered again, there is a possibility of sending new Model teacher to that training. This could happen in the summer months.

Q6: What is the application/hiring time-line?

A6: We would ideally like to have these positions hired by April.

Roughly speaking, the positions are posted for 30 days, so they are set to close on February 17th. After the application process is closed, we would expect to have all recommendations for the Mentor teaching position submitted and all videos for the Model teaching position submitted as well.

We will then take from February 17th to March 10th to view the videos and possibly make additional classroom visits for the Model teaching positions.

From there, we would hold interviews from March 13th-31st and offer positions accordingly.

The Mentor process is much quicker and easier, and I foresee you knowing if you are placed in the Mentor Teacher Pool by the end of February. You will know if you are called to “active duty” and placed with a new hire as the new teachers are hired through the spring/summer season.

Please note that all of these timelines are arbitrary. With the cancelation of the PD day on Monday, Jan. 16th, we are aware that the information is getting out to all teachers at a slower pace and the conversations within grade level or department level have not taken place. If this causes a big hick-up in the timeline, we will adjust accordingly.

Q7: Can you clarify the break-down for the groups that qualify for the reduced Model position?

A7: A separate person will hold a reduced model position for each of the following groups: TAG, Title One, ELL, and Counselors. That is a total of 4 different people serving as a model teacher for those 4 different groups.

Q8: Were the instructional coach not on a 3 year cycle? Are these positions remaining the same or will they be opened up at any point in time?

A8: Instructional Coach positions are not on a 3 year term; we did not write any year limit on this particular position. Instructional Coaching position changes are based on our comprehensive evaluation process or if the Instructional Coach chooses to return to the classroom.

Q9: Are PD Facilitators - book study leaders/this set-up- remaining the same at this time?

A9: Based on some proposed changes in the structure of next year's PD day, we plan to offer book study as an option outside of the school day. This would be 100% optional for participants and they could either earn curriculum pay or possibly re-cert or grad credit. Based on this, we would still need PD Facilitators to lead these book studies, but the stipend may increase.

Q10: When and how do we submit our videos?

A10: This answer depends on what sort of device you used to record. If you used the Swivel, the videos automatically upload; work with your IC to make sure the video is titled correctly.

If you use a different device, the best option is to upload it into Office 365 or YouTube and send me a link.

You could also save to a flash drive and send to Kelly. I will return the flash drive after I upload your video.

Q11: Do the videos submitted need to be within the time frame of the application or can they be from evaluation from administrator in the fall?

A11: The submitted video does not have to be specific from the application timeframe. Feel free to submit video from past recordings if you feel that best represents your typical teaching procedures.