



Master Teacher Roles and Responsibilities

1. Coach new, first year, and other identified teachers for a minimum of 3 hours per week
2. Create an atmosphere and attitude conducive to learning
3. Improve pedagogical instructional strategies and classroom management practices
4. Team teach with colleagues, model lessons, and help implement curriculum
5. Identify, schedule, and implement opportunities for teachers to observe or co-teach with skilled teacher(s)
6. Oversee planning, facilitation, and follow-up of all group meetings (teacher small groups, six one-hour round table discussions, etc.)
7. Collaborate with campus principals to ensure all students are learning from effective teachers that demonstrate mastery in their professional content
8. Attend a minimum of 40 hours of professional development provided by Region One
9. Attend a Master Mentor Summer Institute training provided by Region One ESC
10. Engage in professional development activities that are both self and team-directed
11. Work closely with Project *RISE* team to ensure effective grant implementation
12. Participate in additional Project *RISE* trainings and meetings
13. Participate in monthly video conference discussion meetings
14. Follow all administrative procedures and policies of the school and district
15. Attend monthly sessions related to operational topics at campus
16. Meet additional requirements as indicated by the campus leadership team
17. Meet additional requirements as indicated by the Project *RISE* Director
18. Guide the utilization of data to improve teaching
19. Conduct classroom observations each year as part of the core team (*Note: Classroom observations by Master Teachers serve the purpose of establishing coaching relationships to effectively respond to a mentee's needs. Master Teachers do not conduct any type of summative evaluation comparable to a summative T-TESS appraisal by the campus principal or other designated appraiser.*)

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Mentor Teachers Roles and Responsibilities

1. Mentor new and first year teachers for a minimum of 3 hours per week
2. Support an atmosphere and attitude conducive to learning
3. Collaborate with teachers on subject/grade level planning
4. Support the improvement of pedagogical instructional strategies and classroom management practices
5. Assist with lesson planning, model lessons, and support with classroom management
6. Provide ongoing formative feedback of first year and new teacher performance (based on clearly defined teaching standards and expectations)
7. Support and facilitate opportunities for new teachers to regularly observe or co-teach with skilled teachers
8. Facilitate follow-up discussions of classroom observation results and co-teaching experiences
9. Attend a total of 40 hours of professional development per year provided by Region One
10. Attend a Master Mentor Summer Institute training provided by Region One ESC
11. Engage in professional development activities that are both self and team-directed
12. Work closely with Project *RISE* team to ensure effective grant implementation
13. Participate in six one-hour round table discussions for first year and new teachers
14. Participate in additional Project *RISE* trainings and meetings
15. Follow all administrative procedures and policies of the school and district
16. Attend monthly sessions related to operational topics at campus
17. Meet additional requirements as indicated by the campus leadership team
18. Meet additional requirements as indicated by the Project *RISE* Director
19. Support the mentee on utilization of data to improve teaching
20. Support campus Master Teacher in implementing initiatives tied to grant goals and objectives

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