

Job Description

READINGTON TOWNSHIP BOARD OF EDUCATION

3044 Coordinator
3044 Coordinator of Mentor Program

JOB TITLE: Coordinator of Mentor Program

REPORTS TO: Supervisor of Special Projects: Pupil Services and Professional Development

NATURE AND SCOPE OF JOB:

The Coordinator of Mentor Program shall be responsible for developing and coordinating the new teacher mentor and buddy program. The Coordinator of Mentor Program will collaborate with administration to deliver a high-quality induction for new teachers to the district. The Coordinator of Mentor Program will align program components with district goals, state guidelines, and teacher evaluation frameworks.

QUALIFICATIONS:

The Coordinator of Mentor Program:

1. Have a Bachelor's degree in education or any related field;
2. Possess a teacher certification;
3. Demonstrate good communication skills with K-8 students as well as adults;
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people;
5. Have a minimum of three years teaching experience;
6. Demonstrate a good rapport with colleagues, administrators, parents and students;
7. Demonstrate creativity and a focused vision;

8. Possess an eagerness to learn and be willing to attend out of district workshops and conferences;
9. Continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
10. Possess and exhibit good listening skills;
11. Have experience supporting staff members in a variety of ways;
12. Demonstrate flexibility and a sense of calm under pressure;
13. Demonstrate the ability to communicate effectively in English, both orally and in writing;
14. Hold a valid New Jersey driver's license with no serious violations;
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Mentor Program shall:

1. Work cooperatively and collectively with principals, supervisors, and staff to ensure that the mentor and induction program are coordinated in the schools uniformly and equitably. Assist with matching mentors and mentees based on grade level, subject area, and compatibility.
2. Provide in-service training and orientation programs related to new teacher expectations.
3. Assess and analyze mentoring policies and processes to identify areas to which improvements can be made in accordance with NJAC related to mentoring.
4. Develop, revise, implement, and maintain the state-required Mentor Plan.

5. Collaborate with principals and supervisors to assist in assigning mentors to new teachers.
6. Participate in the New Teacher Orientation Program where mentoring discussions and training occur.
7. Design professional development to train qualified mentors including observation of mentor-mentee meetings and provide feedback as needed.
8. Meet with novice and mentor teachers throughout the school year on a rotating basis. Create and maintain a yearly mentor program calendar with deadlines and events.
9. Provide continuous professional development for novice teachers throughout the school year.
10. Read and research best-practices in adult education and mentoring.
11. Identify grants in the area of adult education and mentor programs that may augment the district's mentoring program.
12. Draft and prepare reports, presentations, and proposals; presents proposals and recommendations to the Superintendent, Supervisor of Special Projects, Board of Education, and other key stakeholders, as needed.
13. Communicate and celebrate successes with novice and mentor teachers as well as a greater audience such as state and local events and the Board of Education.
14. Build a positive, supportive culture among new teachers and mentors. When appropriate coordinate off site mentor/mentee meet-ups and social gatherings.
15. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

TERMS OF EMPLOYMENT:

The Coordinator of Mentor Program shall be employed under the following items:

1. Stipend position, hourly rate based on experience;
2. Conditions established by laws and codes of the State; and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

EVALUATION: The Supervisor of Special Projects shall evaluate the Coordinator of Mentor Program according to this Job Description and such other criteria as established by the Board of Education.

Adopted: July 22, 2024

JOB DESCRIPTION

READINGTONTOWNSHIP
BOARD OF EDUCATION

Supervisors - Educational
0399 Supervisor of Special Projects: Pupil
Services and Staff Development
Page 1 of 5

JOB TITLE: Supervisor of Special Projects: Pupil Services and Staff Development

REPORTS TO: Director of Pupil Services

NATURE AND SCOPE OF JOB:

The Supervisor of Special Projects shall be responsible for the administration of student support programs such as School Counseling, ESL, and SEL within the Pupil Services Department. The Supervisor shall work with district administrators to plan and coordinate the district's professional development programs including in-service days and new staff orientation to support teachers and administrators in the areas that reflect school and district goals. The Supervisor will be responsible for co-leading all school safety protocols and procedures within the district.

QUALIFICATIONS:

Supervisor of Special Projects: Pupil Services and Staff Development shall:

1. Hold a New Jersey certificate in supervision and/or administration;
2. Hold Master's Degree from an accredited college or university;
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people;
4. Hold and maintain a valid driver's license with no serious violations;
5. Have excellent integrity and demonstrate good moral character and initiative;
6. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, instructional technology, learning assessment and diagnosis, and research related to learning;

Supervisors - Educational
0399 Supervisor of Special Projects: Pupil
Services and Staff Development
Page 2 of 5

7. Exhibit enthusiasm and possess the interpersonal skills to relate well with students, staff, administration, parents and the community;
8. Demonstrate the ability to communicate effectively in English, both orally and in writing;
9. Demonstrate the ability and willingness to model effective teaching strategies within the classroom by planning and executing well-designed lessons;
10. Demonstrate proficiency with technological applications;
11. Meet all governmental and Readington Township certification and application requirements;
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable;
13. Must hold a valid New Jersey Teaching certification.

JOB FUNCTIONS AND RESPONSIBILITIES:

Supervisor of Special Projects: Pupil Services and Staff Development shall:

Professional Development Responsibilities:

1. Work collaboratively and cooperatively with district and building administration to support professional development opportunities;
2. Assist in the implementation of the district's professional development program for the instructional staff, and recommend teacher attendance at conferences and participation in other professional growth activities;
3. Oversee the coordination and scheduling of the district's in-service sessions and workshops that support district goals;
4. Oversee the coordination of the New Teacher Orientation program and mentor program;
5. Demonstrate the ability to work with adult learners through building professional relationships, planning collaboratively, and providing support and feedback;

Supervisors - Educational
0399 Supervisor of Special Projects:
Pupil Services and Staff Development
Page 3 of 5

6. Interpret to staff current research in the areas curriculum development, teaching and learning, assessment, differentiated instruction, and 21st century skills;
7. Identify staff development activities outside of the district and share with appropriate staff;
8. Continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
9. Provide leadership in the development of 21st century skills instruction;
10. Demonstrate leadership in communicating with a variety of audiences throughout the district;
11. Supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis;

Pupil/Student Services Responsibilities:

12. Work cooperatively and collectively with principals, staff and supervisors to ensure that instructional programs and services related to SEL are coordinated in the schools uniformly and equitably;
13. Supervise the School Counseling Department and ESL Department;
14. Participate on committees and tasks related to student interventions and MTSS in the areas of student social-emotional and behavioral services;
15. Collect and analyze data to drive future instructional and behavioral programming;
16. Supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis;
17. Provide program of supervision to school counselors and conduct meetings as necessary for the proper function of the school counseling program (HIB, School Climate and Culture, SEL, and curriculum) and school counseling services;
18. Communicate regularly with the Superintendent, Director of Pupil Services, and with principals about the needs, successes, and general operation of the various student support programs.

Supervisors - Educational
0399 Supervisor of Special Projects: Pupil Services and Staff
Development
Page 4 of 5

19. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards and responsibility for behavior;
20. Serve as the Anti-Bullying Coordinator (HIB) and file reports as necessary as they related to the role of Anti-Bullying coordinator;
21. Assist the Director of Pupil Services in job functions that related to bullying, school climate and culture, intervention programs, and other areas related to the intersection of special education and social/behavioral learning;
22. Perform duties related to any specialized projects that come up that are related to SEL, character development, school climate and culture, student discipline, school counseling services, student behavior, and any other areas deemed appropriate by the Superintendent;
23. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations;
24. Co-coordinate the school safety program to ensure protocols and procedures for school safety and security are followed district-wide;
25. Co-plan and facilitate regularly scheduled district Safety Committee meetings.
26. Annually update the district Safety Plan.
27. Perform other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Supervisor of Special Projects shall be employed under the following terms:

1. work year is established as a 12-month position;
2. salary, benefits and leave time as specified in the Collective Bargaining Agreement;

Supervisors - Educational
0399 Supervisor of Special Projects: Pupil Services and Staff
Development
Page 5 of 5

3. conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

The Director of Pupil Services shall evaluate the Supervisor of Special Projects in accordance with Policy No. 3223, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: July 22, 2025