

BREAKTHROUGH SAN JUAN CAPISTRANO

JOB DESCRIPTION

Position Title: Mentor Teacher - Breakthrough San Juan Capistrano
(Summer Session Only – 20/25 hours per week – 8 weeks Plus
3-4 Planning Meetings prior to Summer Session)

Reporting Relationship:

The Mentor Teacher of Breakthrough San Juan Capistrano reports directly to the Director of Breakthrough San Juan Capistrano and works closely with the Assistant Director.

Position Objectives:

Breakthrough is a tuition-free, comprehensive academic program that prepares motivated middle school students for success in rigorous college preparatory high school programs. The program provides year around education, counseling and advocacy for a diverse group of students who have limited educational and economic opportunities. Breakthrough also provides consummate professional development experience in education by giving talented high school and college students the opportunity to teach, design and administer programs under the direction of educational professionals through its Mentor Teacher program. The Mentor Teacher will serve the Breakthrough program hosted at St. Margaret's Episcopal School.

Essential Duties/Responsibilities include the following. Other duties may be assigned.

Priority Focus: The Mentor Teacher will:

1. Plan pre-summer training and participation in planning sessions (research curriculum, lead curriculum workshops, attend MT Orientation).
2. Assist in the development or refinement of curriculum.
3. Train Breakthrough teachers to implement curriculum effectively in one of the following department subjects; Math, English, Social Studies, Science.
4. Help teachers develop six-week course plans and daily lesson plans for department.
5. Observe department teachers and give them effective feedback on their teaching methods, classroom management, student support and curriculum.
6. Lead additional training sessions and workshops in key areas of teaching.
7. Lead daily department meetings in one core subject.
8. Help department teachers identify resources and activities that they can use in the classroom.
9. Communicate and work closely with Director(s) and staff.
10. Assist with program wrap-up and edit end-of-summer student evaluations.
11. Engage fully in the Breakthrough community, sharing its passion for teaching, learning and leading.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational and/or Experience:

Must have a Bachelor's degree, and outstanding knowledge of core subject matter for which the Mentor Teacher is providing support. A minimum of two years' teaching experience; a commitment to and passion for teaching; an understanding of and appreciation for the middle school child are essential attributes required for success in this role, as is the ability to work effectively in many different environments with people from diverse backgrounds.

A love of learning, teaching and students, as well as creativity and enthusiasm are essential qualifications, as is the ability to deliver positive, constructive and honest feedback. Outstanding presentation, written and organizational skills are also required.

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Qualifications Continued:

Language Skills:

Ability to read, analyze and interpret reports and programming plans, curriculum developments and educational proposals. The ability to write reports, curriculum and correspondence is important. Ability to effectively present information and respond to questions from diverse groups including; the Director, faculty members, students and their parents, colleagues, the Head of School, and public groups.

Interpersonal Skills:

Exceptional interpersonal skills and communication skills are required, as are organizational behavioral skills. Aligning messages and philosophy with that of the established program is imperative to serving the program well.

Reasoning Ability:

In order to be successful in this role, you must possess proven ability to evaluate programming, faculty and student learning to offer constructive feedback to continually build a stronger program. The ability to be resourceful, detailed and solution-oriented in a timely fashion is imperative to success in this position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is required to stand, walk, and reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The activity level in the work environment can be very high at peak times throughout the day, and is characterized by potential interruptions due to teacher, parent and student service – including walk-ins and telephone calls. The noise level in the environment varies from usually low in the office areas to moderate and high on the playing fields of the campus.

FLSA STATUS: Professional - Exempt