



TOMPKINS • SENECA • TIOGA

For Candor • Dryden • George Junior Republic • Groton • Ithaca • Lansing • Newfield • South Seneca • Trumansburg
David J. Parsons
Assistant Superintendent, Administrative Services

November 18, 2021

Please Post/Job #1470

VACANCY NOTICE

TITLE: PROGRAM MENTORS

Annual (meetings may occur outside regular contractual day/year)
1 stipend positions is available

Extra-Curricular Positions
BOCES Campus Wide
CTE (1)

DUTIES: As per the Teachers Association Contract, Program Mentor will be paid a stipend inclusive of all training, meetings and gatherings that occur outside the regular contractual day/year. Effective mentors are essential to the induction program. A Program Mentor will:

- Model and encourage reflective practices.
- Assess protégé needs and identify protégé goals.
- Provide support and guidance to the new instructional staff members. This includes but is not limited to sharing and explaining schedules, forms, contact information, upcoming dates, BOCES systems, APPR information etc.
- Convey wants and needs of the protégé.
- Avoid providing information which will be used for evaluating or disciplining the protégé, unless there is a danger to students or staff.
- Communicate with their protégés regularly and to keep a log noting meeting times and dates. “Meetings” with a protégé can be in the form of a face-to-face, e-mail, or phone call.
- Attend monthly meetings with the Mentoring Team.
- Scheduling regular check-ins with protégés in their department.
- Provide guidance to protégés in identifying professional growth opportunities.
- Facilitate positive networking opportunities for protégés by linking protégés with other successful teachers.
- Help protégés become familiar with the BOCES systems, procedures, policies, and programs.
- Actively foster collaborative relationship with building administrator with the goal of supporting teachers.

QUALIFICATIONS: (from TST BOCES PD Plan)

- Permanent or Professional NYS certification
- Tenured
- Mastery of subject matter
- Excellent teaching abilities
- Excellent communication skills
- Refined pedagogical skills
- Leadership in school community
- Resource for colleagues
- Available for all required training
- Ethical commitment to confidentiality
- Attend trainings and meetings
- Willingness to make a commitment to the program
- Enthusiasm for teaching

START DATE: Dec. 1, 2021

SALARY: \$2,400.00 Annual Stipend, paid out last day in June.

CONTACT PERSON: For further information, please contact Nicole Eschler at 607-257-1551 ext. 1004.

(Letter of interest) Deadline: Please submit letter of interest to H.R. & Nicole Eschler by **November 24**, or until filled.

The Tompkins-Seneca-Tioga BOCES does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression and identity, weight, or genetic predisposition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: David J. Parsons, Assistant Superintendent, Administrative Services, 555 Warren Road, Ithaca, NY 14850 (607) 257-1551 or dparsons@tstboces.org