

Fort Worth Independent School District  
**Job Description**

<p><b>Title</b>  <b>Building/Campus</b>  <b>Job File Number</b></p>	<p><u>New Teacher Advisor</u>  Human Resources Department  0809-AP-495</p>
<p><b>Pay Rate</b></p>	<p>This position is part time with flexible hours for the current school year only. Expected commitment of 18 hours per week at \$25/hour. Expected annual salary is up to approximately \$18,000 if budget allows. This position is contingent upon PEAK, SIP, TEA or Title funding.</p>
<p><b>General Summary</b></p>	<p>Skilled, experienced teachers engaged in individual or small group mentoring with beginning teachers. Work with new teachers on classroom management, lesson planning, curricular planning and instructional strategies to coordinate new teacher orientation at critical PEAK campuses. Teacher Advisers will conference, model, co-teach, observe, and provide support in all areas that are challenging for beginning teachers during their first year of teaching.</p>
<p><b>Job Duties</b></p>	<ul style="list-style-type: none"> <li>· Support and develop beginning teachers in one or more PEAK schools</li> <li>· Establish and maintain a trusting, confidential, non-evaluative, and professional relationship with beginning teachers</li> <li>· Provide weekly, on-site support to cadre of beginning teachers using a variety of support and assessment strategies focused on the beginning teacher's needs. Support and strategies include, but are not limited to: <ul style="list-style-type: none"> <li>· Helping teacher with classroom set-up and planning in preparation for the first days of school</li> <li>· Assisting teachers to plan for, reflect on, and analyze their practice and reviewing student work to administer instruction and enhance student achievement</li> <li>· Regularly conferring with the beginning teacher and facilitating opportunities for the observation of exemplary practice and model lessons</li> <li>· Modeling, as appropriate, innovative teaching methodologies through techniques such as team teaching, demonstrations and simulations</li> <li>· Assisting beginning teacher in identifying instructional resources, providing additional support and appropriate professional development in the school community as well as the district</li> <li>· Helping beginning teachers to develop and periodically reflect on professional teaching goals</li> </ul> </li> <li>· Plan and facilitate on-going support and training activities for beginning teachers</li> <li>· Communicate regularly with principals and other campus leadership regarding beginning teacher working conditions and development needs</li> <li>· Facilitate communication and information sharing across new teacher cadre at PEAK campuses and across all FWISD schools</li> <li>· Support and collaborate with Mentor coordinator to hold monthly new teacher professional development and support sessions for all beginning teachers</li> <li>· Coordinate with other teacher training/professional development programs and initiatives to support beginning teachers as appropriate</li> <li>· Promote the development of a professional learning community among new teachers</li> </ul>
<p><b>Job Qualifications</b></p>	<ul style="list-style-type: none"> <li>· Valid Texas teacher certificate and a minimum of three years classroom experience.</li> <li>· Demonstrated mastery of pedagogical and subject matter skills and working with broad range of student populations</li> <li>· Strong interpersonal and communication skills</li> <li>· Ability to work effectively in a team environment and collaboration</li> <li>· Demonstrated commitment to professional growth and learning</li> <li>· Skill in relating to and supporting adult learners</li> <li>· Strong facilitation and presentation skills</li> <li>· Experience leading professional development or creating other learning opportunities for teachers</li> <li>· Willingness to help new teachers by engaging in non-evaluative conversations about their practice, using evidence of classroom practice and student learning</li> <li>· Willingness to accommodate the scheduling needs of new teachers</li> </ul> <p><b>New Teacher Advisor will support New Teachers by;</b></p> <ul style="list-style-type: none"> <li>· Attending New Teacher Conference with the new teacher</li> <li>· Provide support during In-Service week</li> <li>· Visit each NT within 5 to 10 days</li> </ul>

- Provide "Just in time Professional Development"
- Assist with classroom set up
- Focus on effective lesson planning
- Monitor Classroom Management of new teachers
- Help new teachers with parent conferences
- Hold weekly/monthly NT meetings/2nd year teacher meetings
- Plan on-going PD/support for priority needs

**Administrative Support:**

- District PD/trainings
- Monthly meetings for problem solving/reflections
- Help to monitor TRS work hours

**Application Requirements**

Complete on-line application.

Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

**Additional Job Information**

**PHYSICAL JOB REQUIREMENTS**

**PHYSICAL DEMANDS REFERENCE**

Occasionally (0-33% of day, 0-32 repetitions)  
 Frequently (34-66% of day, 33-200 repetitions)  
 Constantly (67-100% of day, >200+ repetitions)

**PHYSICAL DEMANDS**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**ENVIRONMENTAL CONDITIONS**

Indoors, in controlled environment, exposed to weather elements when traveling.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.