

**New Teacher Support and Mentoring
New Teacher Support Team (NTST) Chairperson
Qualifications and Responsibilities
2009-2010**

Qualifications of NTST Chairperson and/or Alternate:

1. Hold valid Texas teaching credentials
2. Have a full-time teaching assignment
3. Have a minimum of 3 years of teaching experience, at least one of which is with Dallas ISD
4. Have been rated "proficient" or "exceeds expectations" on evaluations for the last three school years
5. Have demonstrated exemplary teaching ability as indicated by effective communication skills (both orally and in writing), knowledge of subject matter, mastery of teaching strategies, computer literacy, and presentation skills
6. Be designated by the principal as chair or alternate
7. Be an experienced, trained mentor
8. Have a Dallas ISD email address

Responsibilities for Chairperson or Alternate:

1. Attend district-wide New Teacher Support Team (NTST) Chairperson trainings and meetings
2. Assist campus administrators in preparing for "New Teachers' First Day on Campus"
3. Ensure that all new teachers are assigned a trained mentor within 15 days of their hire date
4. Fill out the Profile completely and fax to NTSM at the beginning of each semester and whenever there is a change in mentors or mentees
5. Disseminate NTSM information to designated campus mentors
6. Conduct meetings with the campus NTST (Assigned Mentors, Beginning Teachers, Administrator, and Chairperson) at least once a month and fax NTSM a copy of the meeting minutes including signatures of attendees and principal
7. Organize at least 2 NTST social activities per semester and fax Activities Form to NTSM, including signatures of attendees and principal
8. Maintain the following documentation:
 - a. Certificates of Attendance at mentor training for all mentors
 - b. Minutes from monthly campus NTST meetings and social activities forms
 - c. Current Mentor/New Teacher Profile