



EAGLE COUNTY SCHOOLS SELECTION PROCESS FOR MASTER AND MENTOR TEACHERS

1. Post the position (for 5 days) and inform the faculty of Mentor and Master Teacher positions (qualifications for Mentor and Master Teacher can be found in the respective job description).
2. Actively seek candidates for the positions of Mentor and Master within the school, the district, the state and the nation.
3. Each applicant will submit the following:
 - Letter of interest in the position
 - Resume
 - List of references
 - District application (for those applicants applying from outside the District)
 - It is strongly encouraged that applicants submit additional documentation demonstrating student growth data, standards-based lesson/unit planning, instructional leadership and/or any other information that s/he feels is relevant to the application/selection process.
4. A selection committee will be formed under the leadership of the principal to review applications and conduct interviews. The committee will consist of the following:
 - Principal
 - 2 teachers
 - 1 parent
 - District Representative (TAP Coordinator or Elementary/ Secondary Curriculum Director)
5. An anonymous survey will be distributed to all licensed staff members in the building with the purpose of the following:
 - To gather information as to who they believe has the skills and knowledge necessary to fill the role of Mentor and Master teacher.
 - To identify what qualifications the staff members in the building believe are a necessity for success in the positions of Master and Mentor teacher.
6. Paper screening
 - The paper screening process should include the interview committee. A minimum of the top three candidates will be recommended for the interview process.
7. Interview questions
 - 4 questions that will be developed by the interview committee. There will be one question on instruction, one on coaching, one on assessment and one on data.
 - Any other questions developed by the District representative and principal with input from the committee members.
8. Interview
 - Will include a scenario consisting of a practical situation in which the interviewee must role play or demonstrate a response displaying effective instructional and communication skills.
 - The interview committee may make requests of the interviewees to support the evaluation process. The same requests will be made of each interviewee.
9. Selection
 - The selection of the Mentor/Master teacher will be made by the building principal with input from the interview committee.
 - A recommendation will be forwarded by the building principal to the BOE for approval.
10. The candidate selected will be required to participate in ECS TAP training programs consisting of the following. Please note that the times and dates of these trainings/workshops are to be determined.
 - Preparing For Success in a TAP School*
 - Preparing to Become a Certified TAP Evaluator*
 - Becoming a Certified TAP Evaluator

* Please note that mentor or master teachers that are being re-hired in the position may not be required to attend these trainings. Decisions surrounding attendance will be made by the TAP Coordinator.