

JOB TITLE: Mentor Coordinator

REPORTS TO: Reports to Superintendent

JOB SUMMARY:

The Mentor Coordinator effectively performs all or a combination of the following duties in support of the district mentor program. Regular attendance is required and expected.

TYPICAL FUNCTIONS:

1. Recruit mentors from the community and staff
2. Screen and interview mentor applicants
3. Obtain parent permission for student participation in the program; consider parent/guardian input/concerns regarding their student and the program
4. Coordinate and provide training for mentors; facilitate initial meeting between student and mentor
5. Match students with mentors, periodically check with team and mentor to ensure a positive, ongoing, supportive connection; survey staff, mentors, and parents/guardians annually regarding the success of their experience and the benefits.
6. Plan and facilitate field trips and activities
7. Evaluate the progress of each student and report to the mentor and appropriate staff
8. Notify mentor of recorded absences weekly
9. Submit a progress report, attendance record, and discipline referrals to the mentor quarterly
10. Develop printed materials and activities for students, parents, staff, and mentors
11. Provide mid-year and end-of-the-year data for grant: attendance, grades, discipline, and participation

MENTAL DEMANDS

Requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; perform detailed work in reference to report preparation, computation of data, and analyzing information both verbally and in written form; complete written reports, records, etc.; work independently with minimal supervision; interpret and utilize student information effectively in daily performance of job duties; skill in listening and eliciting information; requires patience and understanding when working with students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills. perform detailed work in reference to preparation, computation of data, and analyzing information both verbally and in written form; requires communication, rapport-building; negotiation and conflict resolution, and customer service skills to work with a wide range of student, staff and public behaviors; maintain strict confidentiality.

PHYSICAL DEMANDS

Requires mobility (standing, walking, etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; operations of office equipment and computer; may require prolonged standing, sitting, bending (stooping); exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly; operations of office equipment and computer; high degree of written and verbal public relations and customer service skills, both in person, telephone, and email; exposed to infectious diseases carried by students; exposed to student noise levels.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent, experience working with elementary and secondary level children.

Licenses/Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.