

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **Mentor Coordinator**

SUPERVISOR: Coordinator of Support Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent; Bachelor's Degree preferred.
2. Computer skills.
3. Ability to organize materials and maintain accurate records.
4. Conflict management skills.
5. Excellent written and verbal communication skills.
6. Detail oriented.
7. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Recruit Mentors from a variety of area businesses, organizations, and private citizens to increase community/school relations.
2. Market mentor recruitment and program development to insure the highest quality of services provided.
3. Conduct mentor interviews and mentor/mentee training for the purpose of providing the most up to date information on the participants.
4. Maintain accurate database of mentor contact hours and report data on regular basis to the Coordinator of Support Services in order to provide accurate reports.
5. Maintain accurate database of mentee attendance, grades, and other required reporting information for the purpose of keeping the most accurate records.
6. Organize and facilitate monthly mentor/mentee activities at the The Learning Center to make sure that they are utilizing their time together effectively.
7. Assist with matching all identified homeless students with mentoring activities, or a one on one mentor, to insure that they are being provided the most effective services.
8. Meet with the building staff and administration on a regular basis so that the district is aware of mentee's progress.
9. Assist in reporting regularly to the Advisory Council for the purpose of relaying the most current information.
10. Maintain YouthFriends partnership and attend YouthFriends events to keep up on what the program has to offer.
11. Assist with YouthFriends Corps class as needed to make sure that everything is running smoothly.

12. Maintain regular contact with all mentors either by phone or in person for the purpose of making sure that everyone is on the same page when it comes to the kids in the program.
13. Attend regional and national trainings, as required to make sure that the most recent information is being utilized.
14. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
15. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 05/17/2010