

**SCHOOL DISTRICT OF ESCAMBIA COUNTY**

**JOB DESCRIPTION**

**PROJECT COORDINATOR – MENTOR PROGRAM**

**QUALIFICATIONS:**

- (1) High School Diploma supplemented with college level course work in communication skills or related training
- (2) Considerable knowledge of principles, policies and practices, sufficient to permit independent performance of duties with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of recruiting, training, placement and evaluation of volunteers from the community who serve as mentors. Ability to perform at speaking engagements. Ability to rearrange schedules and/or exhibit flexibility in organizational skills. Ability to maintain flexible work hours, which may require evenings and weekends. Knowledge of public relations techniques.

**REPORTS TO:**

Coordinator – Community Involvement

**JOB GOAL**

To enhance the learning opportunities for students through the assistance of mentors.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Technical/Professional Knowledge**

- \*(1) Plan, coordinate, implement and/or maintain the Mentor Programs.
- \*(2) Assure school, student, staff, mentor safety through mentor applicant screening for guilty pleas(s) and convictions(s). Maintain integrity of mentor approval database.
- \*(3) Use technology effectively, including database.

### **Communication**

- \* (4) Provide the general public with information regarding the various aspects of Mentor programs.
- \* (5) Interact with members of the community.
- \* (6) Communicate effectively orally and in writing.
- \* (7) Use effective communication strategies to interact with a variety of audiences.

### **Proactive Orientation**

- \* (8) Accept responsibility for annual mentor program evaluations.
- \* (9) Recruit volunteers to serve as mentors in the schools
- \* (10) Recruit, train and place mentors from the military.

### **Critical Thinking**

- \* (11) Plan and prioritize daily activities.
- \* (12) Recommend mentor program modification based on the results of evaluation.

### **Continuous Improvement**

- \* (13) Provide, organize, and implement staff development in accordance with mentor program needs and requirements.
- \* (14) Keep abreast of laws, regulations, and policies in assigned area of responsibility.
- \* (15) Keep abreast of trends, developments, and program changes related to assigned responsibilities.

### **Facilitation**

- \* (16) Use appropriate interpersonal skills and methods to guide individuals and groups toward task accomplishment.
- \* (17) Facilitate problem-solving.

### **Managerial**

- \* (18) Maintain proper records of volunteers serving as mentors, including reports to the Florida Department of Education.
- \* (19) Plan workshops for training effectively utilizing the services volunteers serving as mentors, including development of appropriate program materials.

### **Constancy of Purpose**

- \* (20) Plan mentor recognition activities.
- \* (21) Exhibit support for the District's vision, mission, goals, and priorities.
- \* (22) Perform other incidental tasks consistent with the goals and objectives of this position and assist Coordinator of Community Involvement with activities when appropriate.

### **Decisiveness**

- \* (23) Make and share decisions in a timely manner.
- \* (24) Respond immediately to emergency situations.
- \* (25) Act quickly to resolve personnel/mentor placement problems.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 1**

**\*Essential Performance Responsibilities**

**Professional Salary Schedule – Pay Grade 14 (Part time position, not to exceed 20 hours per week.)**

**Date of Board Approval: December 14, 2004**