

# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description



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<b>Position Title</b>	Student Mentor Services Program Coordinator (Part-time)
<b>Reports To</b>	Superintendent (or designee)
<b>Level/Grade</b>	PreK through Grade 12 (initially only Grade 9)
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Extra Curricular

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The Student Mentor Services Program Coordinator will work in partnership with building leaders to develop and implement a student mentoring program in the Chariho Regional School District. It is expected that in the first six months of this position, the work will focus on program development, with the goal of phased implementation beginning in October, 2019. Initially, the target population will be at-risk grade nine students at Chariho High School and Chariho Alternative Learning Academy with the ultimate goal of keeping them on track to graduate. Eventually, the program will be district-wide and include a number of limited and existing programs.

### Qualifications

- Associate's Degree or higher in related area.
- Three years of related experience.

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Develop, in alignment with national standards for youth mentoring programs, all facets of the Chariho Student Mentoring Program, including but not limited to:
  - Develop annual program plan and goals
  - Form and manage Mentor Advisory Workgroup
  - Develop Annual Program Report
  - Mentor and mentee training protocol
  - Referral and mentor-mentee matching protocol
  - Policy handbook
  - Protocol for mentor-mentee meetings
- Recruitment and recognition of mentors.
- Produce outreach and promotional materials.
- Utilize positive youth development principles to guide the work.
- Maintain accurate records and documentation related to the Chariho Student Mentoring program.
- Maintain and track student progress toward goals.
- Participates in personal professional development related to position.
- Communicate regularly with building leaders about student progress toward goals.
- Additional duties assigned by Superintendent.

### Supervises

Students, Mentors

### Skills Required

- Demonstrated ability to work with youth.
- Ability to work flexible hours, including some evenings and weekends.
- Strong verbal and written communication skills.
- Strong organizational skills.
- Maintains confidentiality.
- Self-motivated.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Associate's Degree or higher in related area.

### **Terms of Employment**

Position dependent upon availability of funds.

**Creation Date:** 2/6/19

**Updated:** 8/9/19

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*