

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL **MENTORING ASSISTANT**

JD 4200.1

Definition:

Under direct supervision to coordinate the Potter Reaches Out (PRO) School Based Mentoring program; to recruit community members to act as mentors to junior high students; to match a community member with the appropriate student; to perform a variety of clerical and supportive tasks for the program coordinator; and perform other related duties as assigned.

Responsible to:

Principal, Iowa Street School

Examples of Duties:

1. Assists program coordinator in recruitment, matching, and supporting mentoring volunteers.
2. Performs a variety of clerical duties, including typing, proofreading, filing, and recording information.
3. Interview mentors and mentees and match them based on interview tools in consultation with Program Coordinator.
4. Maintain a mentor and mentee assignments list.
5. Consults with program personnel regarding training needs, concerns and interests.
6. Respond to requests for information about community mentoring services from staff and community providers.
7. Initiate opportunities to provide mentor training.
8. Attend meetings with community-based agencies promoting and representing the PRO mission.
9. Assist program coordinator with monthly community mentor support meetings.
10. Ensure accurate data collection and provide updated reports to the Safe Schools Collaborative at monthly meetings and as often as needed.
11. Assist in the planning and organization of community events that publicize the goals of PRO.
12. Develop mentorship-training folders.
13. Respond to referrals and initiate referrals to the PRO, through community networking to service clubs (Kiwans, Rotary Club, Soroptimists, etc.), faith community, and law enforcement agencies.
14. Perform other related duties as assigned.

Knowledge of:

1. English usage, punctuation, spelling and grammar.
2. General concepts of child growth and development and child behavior characteristics.
3. Mentoring techniques and skill at applying them.
4. Data entry in programs such as Microsoft Excel or Microsoft Word.
5. Record keeping.

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Ability to:

1. Maintain cooperative-working relationships with those contacted in the course of work.
2. Input information on computerized database.
3. Ensure availability and continuity of mentoring services to youth.
4. Ensure confidentiality of program records.
5. Review and monitor mentor reports.
6. Ensure timely closure of mentor relationship.
7. Resolve conflicts between mentors and mentees.

Training Education and Experience:

1. High School Degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification.
3. Experience working with people of various cultures.
4. One year of paid or volunteer experience working with children in an educational or childcare setting is highly desirable; equivalent to the completion of the twelfth grade, preferably supplemented by courses in childcare, supervision, psychology, or guidance; or any combination of training and/or experience that could likely provide the desire knowledge and abilities.

Working Conditions:

1. Office and classroom Setting
2. Some noise and temperature variations

Physical Abilities:

1. Hearing and speaking to exchange information and make presentations
2. Dexterity of hands and fingers
3. Lifting of materials weighing up to 15 pounds
4. Bend, stoop, kneel, stretch, lift and carry equipment and objects.
5. Drive a vehicle to and from community and school activities.

Licenses:

A valid California Driver's License and the ability to qualify for District vehicle insurance coverage

Job Description Adopted: February 6, 2006