

Cape Girardeau Public School District No. 63

Job Description

Job Title: Youth Mentor

Terms of Employment: 9-month contract; 183 days

FLSA Status: Exempt

Reports To: Deputy Superintendent, Secondary Education

Brief Description of Position:

The Youth Mentor will be responsible for inspiring positive outcomes by creating opportunities and encouraging young men to seek purpose in helping build and lead their communities.

Required Qualifications:

- Minimum bachelor's degree from an accredited university
- Ability to secure a Missouri Substitute Teacher's License
- Knowledge or experience in youth programming and deep commitment to supporting and working with youth
- Ability to develop trusting relationships with a wide range of stakeholders
- Knowledge or experience in program development and coordination
- Effective written and oral communication skills
- Flexible, dependable and excellent work ethic

Essential Duties and Responsibilities:

- Support the management and administration of district mentoring programs including a community service aspect
- Assist in the development and use of monitoring and data gathering instruments including forms, questionnaires, surveys and educational data
- Work effectively with principals, school staff, and partnering agencies to effectively implement and evaluate program objectives and standards, discuss issues, and provide/receive feedback
- Meet with parent and community groups to provide information, solicit support and recommendations and report program information and progress
- Assist in the maintenance and development of a safe, structured mentoring program
- Build and strengthen a strong team at each mentoring site to insure that program objectives are met
- Support program staff activities to insure improvement in children's academic and social performance
- Assist school personnel to resolve areas of concern and to improve program performance
- Analyze program progress and make recommendations for program improvements/changes to comply with policies and increase student performance
- Connect school curriculum with mentoring activities to provide extended learning opportunities
- Coordinating the implementation of target services and programs for students, families, and the community
- Assist with supervision as directed by supervisor

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 24, 2017