

**LIMA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>MENTOR / ADVOCATE</b>	<b>File 505</b>
<b>Reports to:</b>	Building Principal and assigned supervisor	
<b>Job Objective:</b>	Provides advocacy, support services and resources for families of students with disabilities. Promotes positive working relationships between families, the community and district personnel. <i>Note:</i> Services rendered must comply with all legal mandates, board policies, and contractual agreements adopted.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Congenial disposition and able to learn required skills for the assignment.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Complies with drug-free workplace rules and board policies.</li><li>· Commitment to keep current with workplace innovations that enhance personal productivity.</li><li>· A parent of a child with a disability (see definition of "parent" from Ohio Operating Standards for the Education of Children with Disabilities 3301-51-01 (B) (44), page 30.)</li><li>· Is a member of the community or has knowledge of the community.</li><li>· Experience in and knowledge of special education systems and processes.</li><li>· Organizational, public speaking, and group management skills.</li><li>· Ability to facilitate training and provide families with resource information.</li><li>· Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.</li><li>· Available to work a flexible schedule.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Provides support, guidance, and accountability to help students and families benefit from district services. Serves as an intermediary to help resolve student, parent/guardian and staff issues.</li><li>· Consults with the assigned supervisor to identify performance objectives and clarify expectations or address concerns. Participates in self-evaluation activities to monitor progress and achievements.</li><li>· Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.</li><li>· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.</li><li>· Helps facilitate community participation in activities that enhance the learning of students with disabilities.</li><li>· Represents the district in public only as directed by the assigned supervisor.</li><li>· Works with staff, students and parents to identify opportunities to improve program services.</li><li>· Complies with the requirements of the school calendar and assigned activities.</li><li>· Responds to requests for family assistance and/or student advocacy concerns. Investigates and corroborates information related to requests. Maintains record and prepares reports as directed.</li><li>· Submits project evaluation data by the quarterly deadlines to the Ohio Coalition for the Education of Children with Disabilities for reporting to the Offices of Exceptional Children and Early Learning and School Readiness.</li><li>· Establishes with the assigned supervisor a plan for professional development aligned with the particular needs of the district.</li><li>· Provides training and ongoing technical assistance to staff, students, and parents. With the assistance of the assigned supervisor, collects, screens and makes available resource materials that support program objectives.</li><li>· Provides input on the budget.</li><li>· Helps parents/students understand program objectives and performance standards.</li><li>· Organizes and conducts in-service programs for district personnel, parents/guardians, and the community as directed.</li><li>· Establishes support groups and facilitates parent/guardian networking activities as directed.</li><li>· Helps students and parents/guardians identify and access community resources. Supports program participants and professional/community efforts to enhance mentoring activities.</li><li>·</li></ul>	

- Promotes the proper use, care, and security of school property. Properly stores all supplies, materials and equipment used during assignments.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, statewide conferences, regional Parent Mentor meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other duties related to the volunteer assignment as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.