



MOUNTAIN EDUCATION

Job Description

Position Title: Mentor	
Division/Department: Student Services	Evaluation Instrument: Mentor
Pay Grade: \$20/hour	Employment Basis: Part-Time, As Needed
Reports To: Principal and TEAM Coordinator	
MINIMUM QUALIFICATIONS	
Education: High School diploma or equivalent	
Certification: None required	
Experience: Demonstrated ability to communicate effectively and form relationships with teenagers	
Such alternatives to the above qualifications as the Board may find appropriate and acceptable	
GOAL STATEMENT	
To serve students as a positive, supportive adult who believes that all people have potential.	
DUTIES & RESPONSIBILITIES	
Job Specific	
<ol style="list-style-type: none">1. Through weekly contact, develop a positive relationship of trust and caring with mentees.2. Serve as the main advocate for mentees, identify barriers and initiate interventions as needed; make appropriate referrals to meet student academic or personal needs.3. Facilitate monthly academic and attendance goal-setting.4. Document all contacts in onTrack.5. Make a minimum of one parent/guardian/significant influence contact per month (if appropriate).6. Participate in monthly Campus PLC's and monthly Mentor PLC's.	
General	
<ol style="list-style-type: none">1. Supervision of students in an ME setting.2. Ensure the integrity, accuracy, and security of all records.3. Maintain a high level of ethical behavior and confidentiality of information.4. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently.5. Participate in professional learning as assigned.6. Communicate clearly and concisely, both orally and in writing.7. Demonstrate appropriate verbal, written and telephone communication skills.8. Complete routine tasks with little or no direct supervision.9. Able to perform tasks involving periods of standing, walking, and sitting.10. Able to perform the essential job functions with reasonable accommodations.11. Perform other duties as assigned.	
IMPORTANT NOTES	
ESSENTIAL DUTIES	
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.	
MINIMUM REQUIREMENTS	
In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.	
Revised: July 2024	