



**EDUCATIONAL SUPPORT  
PROFESSIONALS MENTOR**  
Job Description

**JOB INFORMATION**

<i>Job Title:</i>	Mentor
<i>Version Date:</i>	Apr 29, 2026
<i>Category:</i>	PCEA Grant
<i>Work Year:</i>	2026 - 2027
<i>FLSA Classification:</i>	Non-exempt, Stipend

**JOB SUMMARY**

Mentor plays a key role in fostering professional growth, improving employee retention, and creating a supportive school environment that benefits staff and students alike. Mentor will provide guidance, support, and coaching to new or transitioning employees, helping them succeed in their roles, understand workplace systems, and build professional relationships within their building.

**Essential Functions**

<b>Essential Function</b>	<b>% TIME</b>
Mentor will build a positive, professional relationship with assigned mentee(s). Create a supportive, inclusive, and non-judgemental environment. Provide ongoing, non-evaluative support and guidance.	20%
Support goal-setting and professional growth using SMART goals.	10%
Assist mentee(s) in understanding job responsibilities, expectations, and workplace culture. Help mentee(s) navigate workplace systems, including: time clock procedures and corrections; Work schedules and expectations; Annual leave, sick leave, and sick bank; Weather-related procedures (snow days, delays, closures).	20%
Provide general guidance on employee rights and workplace support. Connect mentee(s) with key staff, resources, and PCEA building representatives. Refer mentees to appropriate resources when needed. (Administration, HR, PCEA)	10%
Maintain regular communication and scheduled meetings with mentees. Complete required mentoring logs and participate in program check-ins. Communicate regularly with Program Coordinators.	20%
Maintain confidentiality in all mentoring interactions.	10%
Follow program guidelines, timelines, and expectations. Participate in required mentor training and program events.	10%

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Certification Requirements

Required	High School Diploma or GED	Custodian
Required	Highly Qualified (HQ) Must provide transcribed Associates degree <b>OR</b> 48 hours of transcribed hours <b>OR</b> pass the Work Keys test for Paraprofessionals.	Paraprofessional

### Work Experience/Skills

Required	Minimum of three (3) years of experience in current job classification within Pueblo District 70.
Required	Be an employee in good standing with District 70. (No HR citations within the past three years).
Required	Demonstrate strong communication, interpersonal, and listening skills.
Required	Exhibit professionalism and the ability to maintain confidentiality.
Required	Be committed to supporting colleagues and fostering a positive work environment.
Required	Provide two (2) reference letters. One must be from a District 70 employee

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching		X				
Grasping				X		
Grip			X			
Handling				X		
Kneeling			X			
Reaching (Abduction)				X		
Reaching (Adduction)				X		
Lifting (Above Shoulder)		X				
Pinch				X		
Pulling (Horizontal)		X				
Pulling (Vertical)		X				
Pushing (Horizontal)		X				
Pushing (Vertical)		X				
Lifting (Floor to Waist)		X				
Lifting (Waist to Shoulder)		X				
Reaching (Forward)			X			
Vision (Far)			X			

## Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Reaching (Above Shoulder)			X			
Reading			X			
Repetitive Motions				X		
Sitting			X			
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)			X			
Walking				X		
Wrist Deviation (Pronation)				X		
Wrist Deviation (Radial Deviation)				X		
Wrist Deviation (Supination)				X		
Wrist Deviation (Ulnar Deviation)				X		
Stooping				X		
Wrist Deviation (Wrist Flexion)				X		

*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*

## Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

## Valid Driver's License Required

**Yes/No**

**Drivers License**

Yes

Valid drivers license with a safe driving record for driving between sites.

*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.*