

**Job Title:** Credit Recovery & At Risk Student Mentor  
**Department:** Secondary Education  
**Reports To:** Assigned School Principal  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 03



## **SUMMARY**

The Credit Recovery/At-Risk Student Mentor work closely with the school faculty and staff to identify and work with at-risk students by encouraging them to complete assignments, by acting as a liaison between teachers and students, by assigning and monitoring mentors assigned to the at-risk students and by implementing other strategies to help students graduate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Meets with school staff to identify, discuss, and meet the needs of the mentored students.

Acts as a liaison between the at-risk student and their teachers and counselors.

Meets with each identified student weekly or assigns a mentor to meet weekly with the assigned students. Conducts a weekly staffing to monitor and discuss the students and contacts the parents of the identified students weekly by email or phone.

Consults with parents regarding their children. Plans and implements strategies that will assist the student and his/her parents in attending school, staying "on track" for graduation, and credit recovery as required.

Helps connect students to services provided by the school in order for the student to complete the required assignments and tests.

Assists with student programs and educational plans to meet educational goals and objectives.

Assists in the execution of timeline and progress toward meeting project goals and objectives.

Assists with program evaluation activities.

Travel may be required at times, but will not be a regular duty.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must be proficient in Microsoft Word and Excel, Google Docs, and email. Must have the ability to become proficient in Edgenuity and the online credit recovery software.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *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.*

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>HR Position Management Specialist</b>		Date: <b>09/05/2013</b>	
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>09/05/2013</b>	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>05/01/2017</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	