

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

ACELLUS SUMMER PROGRAM MENTOR

JOB GOAL

To lead, guide, and assist students of the CRHS Acellus Program to promote student success. To provide leadership in helping each participating student to successfully complete enrolled course(s).

QUALIFICATIONS

1. Valid N.J. Instructional Certificate.
2. Expressed interest in a CRHS Acellus Program Mentor paid position.
3. Holds a valid driver's license.
4. Demonstrates the knowledge of resources to support students in the CRHS Acellus Program.
5. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Participate in Training for Acellus (paid at agreed upon hourly rate).
2. Participate in planning of CRHS Acellus Program mentor responsibilities, student meeting schedule and procedures for reporting progress to administration.
3. Make initial contact with assigned student(s) and monitor student progress on enrolled Acellus coursework through synchronous meetings and reviewing course progression on Acellus.
4. Maintain effective communications with CRHS Acellus Program Administrator regarding student progress.
5. Refer students to appropriate supports, as needed, to successfully meet the expectations for completing coursework.
6. Assist with program revisions as needed.
7. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
8. Performs other duties within the scope of his/her employment and certification as may be assigned.

ESSENTIAL SKILLS/ABILITIES

1. Thorough understanding of the pedagogy and best practices of education.
2. The desire to mentor high school students and the ability to adapt to their developmental status.
3. High integrity and ethical standards.
4. Ability to maintain a positive learning environment.
5. Excellent leadership and organizational skills and the ability to motivate.
6. Excellent verbal and written communication skills.
7. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
8. Excellent organizational skills and attention to detail.
9. Creative analytical and problem-solving skills.

- 10. Proficiency with technology resources.
- 11. Regular attendance.
- 12. Ability to traverse school facility and grounds.

REPORTS TO

Director of Curriculum or their designee.

TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education.

EVALUATION

Must be available for 2 days of planning and 4 weeks of mentoring (remote or in-person, dependent on State regulations). Payment is based on hourly rate agreed upon by CREA and CRHS Board of Education.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: July 30, 2020
AMENDED: