



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

MENTORSHIP COORDINATOR

### **LOCATION:**

Career and Technology Academy

### **POSITION SUMMARY:**

To assist high school students in the Mentorship Program as per specific performance responsibilities listed below.

### **REPORTS TO:**

Principal of Career and Technology Academy

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or possession of a general education development (GED) certificate

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Demonstrated ability in written and oral communication.
2. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, parents, and community members.
3. Security clearance may be necessary for admittance to military installations.
4. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
5. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

### **ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Helps to assimilate students into the culture of the business community.
2. Cultivates relationships with the business community to establish partnerships.

3. Serves as a role model for high school students.
4. Plans and sets up meetings for prospective interns.
5. Researches scores and classes of possible applicants at the end of the students' junior year.
6. Coordinates application process, interviews, and student placements in the community.
7. Meets with the students in the program on a biweekly basis and maintain records of the meetings.
8. Contacts mentors monthly to assess progress of interns.
9. Completes interns' final evaluations.
10. Works with school counselors to ensure that the student receives credit for successful completion of the program.
11. Recruits local businesses to provide internships to students.
12. Coordinates communication between an intern's mentor and supervising teacher when necessary.
13. Conferences with student intern, mentor, and/or supervising teacher if problems arise.
14. Communicates with appropriate teachers from the Career and Technology Education programs to determine internship needs.
15. Attends appropriate meetings as necessary.
16. Prepares information for and attends awards ceremony.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Performs related work as required or assigned by the Principal of Career and Technology Academy

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking and is performed in a typical school environment and in the business community. Employees are required to think, concentrate, and interact with others. Employees are expected to come to work regularly and promptly. Employees must be able to work under stress and meet all deadlines.

**UNUSUAL DEMANDS:**

May be subject to a flexible work schedule.

**TERMS OF EMPLOYMENT:**

Ten (10) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:  
Ms. Cecelia Lewis  
Director of Student Services

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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