

Job Description

Liberty Public School District

Extra Duty - ACE Mentor - High School

Purpose Statement

The job of Extra Duty - ACE Mentor - High School is done for the purpose/s of providing a program that introduces high school students to careers in architecture, construction management and engineering. The ACE Mentor works with local industry professionals to create projects and field trips to give students the opportunity to discover and develop skills with hands on experiences.

This job reports to the Principal - High School

Essential Functions

- Arranges transportation for all competitions and fields trips for the purpose of ensuring the trip necessities are provided.
- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments.
- Offers a stimulating educational program that introduces students to basic skills of architecture, construction management and engineering for the purpose of preparing students for future careers in the industries.
- Participates in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Responds to questions or concerns of students, parents or other school staff for the purpose of providing information, assistance and/or direction.
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Supports students in any project, outing or activity for the purpose of ensuring students have everything they need for the club to function at its full potential.

Other Functions

- Organizes and supervises a core group of students who meet regularly for the purpose of teaching techniques and skills in the field of architecture, construction and engineering.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: organization; communication skills.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and/or regulations; and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working extended hours that may include weekends and/or evenings; providing leadership, direction and team building; and traveling to off campus meetings.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 0% sitting, 0% walking, 0% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is not required.

Education (Minimum): Bachelors degree in job-related area.

Education (Preferred):

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

Missouri State Teaching Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

2/7/2020

Salary Grade

See Extra Duty Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.