



JOB DESCRIPTION

Job Title	Academic and Social Emotional Mentor
Department	Student Services
Reports To	Director of Student Services
Classification	Hourly Classified
Location	Non-Title I Schools
Salary	On Schedule
Length of Contract	187 Day Calendar

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Academic and Social Emotional Mentor advocates for and communicates the needs of students experiencing homelessness in the District. This position provides mentorship to students at Non-Title I Schools. The Mentor meets with students to build relationships, and empower students to engage in their learning. The Mentor helps families seek out community resources and assistance in accessing those resources as needed.

Essential Job Functions

- Provides assistance to and advocates for students and families who have experienced homelessness.
- Confers with school counselors, social workers and teachers on the needs and progress of students to support academic and social and emotional success in and out of the school.
- Establishes and maintains effective communication with students, staff, administration, and families.
- Maintains accurate records of interactions with students and families.
- Maintains confidentiality of student information and materials.
- Motivates students and builds student self-esteem through positive relationships.
- Ensures students experiencing homelessness have good attendance and stay engaged in school.
- Collaborates with the District Homeless Coordinator to arrange transportation to and from school as needed.
- Encourages students to engage in extracurricular activities at school and in the community.
- Works with building principals, counselors, social workers, and teachers to assist students in preparing for post-secondary opportunities.

Ancillary Job Functions

- Attends faculty meetings, PTA meetings, and other meetings as required.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Associate degree or two years of recent work experience with school-aged students in an education setting.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous counseling and/or teaching experience with diverse student populations.
- Experience working with students in at-risk situations.
- CPR and First Aid certified or experience and/or training with CPR and First Aid.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to identify and use community resources.
- Ability to work towards established program goals.
- General working knowledge of standard office equipment.
- Knowledge of math, language arts, science, and other academic subjects.
- Ability to assist with grant writing and related reports.
- Ability to travel between office, schools, and community resource locations.
- Ability to use mature judgement in all situations.
- Excellent communication skills.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Frequently required to talk and listen.
- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.