

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: Classified Support Mentor - Professional Growth Systems (PGS) (Range 28)**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide effective job coaching and training consistent with the goals and vision of RUSD, to mentor and assist Classified Bargaining Unit Members to be successful in their current roles within the District.

### **REPRESENTATIVE DUTIES:**

Plan and provide effective job coaching strategies and professional development plans for classified employees. *E*

Work with newly hired classified employees to develop professional work habits and acclimate to the District culture. *E*

Assist participating classified employees by observing, modeling, coaching, conferencing and/or providing other assistance. *E*

Guide classified employees in identifying areas for growth to assist with being successful within their role. *E*

Maintain a variety of confidential records related to support provided to classified employees. *E*

Help plan and conduct training for participating classified employees. *E*

Provide professional assistance and guidance for classified employees across multiple classifications. *E*

Discover employee's motivation and strengths and help classified employees use those effectively within their current role. *E*

Assist to create, prepare and present materials to support in the development of successful classified employees. *E*

Mentor classified employees to overcome barriers and enhance work habits to be an effective employee. *E*

Participate in training to develop and refine job coaching skills and build effective strategies to coach and mentor classified employees. *E*

Operate a personal computer and related software applications. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### *KNOWLEDGE OF:*

RUSD's organization, operations, policies, objectives, vision and goals.  
Bargaining agreements and contract language.  
Effective **job** coaching and mentoring techniques and strategies.  
Proper networking skills.  
Active listening techniques.  
Positive motivation skills and techniques.  
Record keeping systems.  
Modern office practices, procedures and equipment.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Presentation skills.  
Effective time management and organizational skills.

### *ABILITY TO:*

Read, **interpret**, apply and explain rules, regulations, policies and procedures, job descriptions and responsibilities.  
Use current technology, computers and related software.  
Adapt to a **variety of circumstances** and be flexible with change.  
Identify factors of motivation and strengths in adult learners.  
Work collaboratively with a variety of personnel.  
Practice active listening without judgment.  
Present materials to small or large groups.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations and/or data **accurately** and adopt an **effective** course of action.  
Manage multiple tasks effectively.  
Meet schedules and timelines.  
Plan and **organize work**.  
Maintain confidentiality.  
Attend professional development opportunities  
Communicate effectively both orally and in writing.

## **EDUCATION AND EXPERIENCE:**

A High School Diploma or equivalent and five (5) years **of** school district **experience** as a classified **employee**. Experience includes working knowledge of school district organizations and structures and/or responsibilities that demonstrate the knowledge, skills and abilities for the position.

**WORKING  
CONDITIONS:**

*ENVIRONMENT:*

Office and/or field environment

*PHYSICAL ABILITIES:*

Sitting or standing for extended periods of time.

Dexterity of hands, wrists and fingers to operate a computer keyboard and office machines.

Seeing to read various materials, information and data.

Bending at the waist to retrieve materials.

Travel to various locations with a personal vehicle.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Must have access to a vehicle with valid automobile insurance