



**File #66**

***Cleveland Heights-University Heights Board of Education  
Supplemental Job Description***

<b>Job Title:</b> Resident Program Mentor (2)	<b>Building:</b> District
<b>Immediate Supervisor:</b> Residency Program Coordinator	<b>Duration of position:</b> School year
<b>Salary Category:</b> C	<b>Expected # of participants:</b>
<b>Date of Last Program Review:</b> December 2014	

**Statement of purpose:**

- The Mentor (year 2) or Facilitator (years 3-4) will provide supportive services for Residents in their first 4 years as determined by ODE's Residency Program

**Detailed essential function(s) - specific to position:** *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Mentor meets weekly in Residency 1 and as determined by program in years 2-4
- Mentors are responsible for attending all meetings called by program coordinator

**Time Commitment Expected:** *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Meetings directly with Residents are 1-1 or 1-2 and are approximately 2-3 per month in the 2nd year and 1-2 per month in the years 2-4. In the RESA years, the meetings can be the sharing of RESA documents, i.e. google docs

**Other Duties and Responsibilities:**

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure

- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

**Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*