



Job Title: **Project Coordinator – Mentor Program**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 14

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to enhance the learning opportunities for students through the assistance of mentors and to market learning opportunities to the public.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, implements, and/or maintains the Mentor Programs.
- Assures school, student, staff, and mentor safety through mentor applicant screening for guilty pleas(s) and convictions(s).
- Maintains integrity of mentor approval database.
- Uses technology effectively, including database.
- Provides the general public with information regarding the various aspects of Mentor programs.
- Interacts with members of the community.
- Communicates effectively orally and in writing.
- Uses effective communication strategies to interact with a variety of audiences.
- Accepts responsibility for annual mentor program evaluations.
- Recruits volunteers to serve as mentors in the schools.
- Recruits, trains, and places mentors from the military.
- Plans and prioritizes daily activities.
- Recommends mentor program modification based on the results of evaluation.
- Provides, organizes, and implements staff development in accordance with mentor program needs and requirements.
- Keeps abreast of laws, regulations, and policies in assigned area of responsibility.
- Keeps abreast of trends, developments, and program changes related to assigned responsibilities.
- Uses appropriate interpersonal skills and methods to guide individuals and groups toward task accomplishment.
- Facilitates problem-solving.
- Maintains proper records of volunteers serving as mentors, including reports to the Florida Department of Education.

- Plans workshops for training effectively utilizing the services volunteers serving as mentors, including development of appropriate program materials.
- Plans mentor recognition activities.
- Exhibits support for the District's vision, mission, goals, and priorities.
- Makes and shares decisions in a timely manner.
- Responds immediately to emergency situations.
- Acts quickly to resolve personnel/mentor placement problems.
- Assists Coordinator of Community Involvement with activities when appropriate.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in a related field.
- Five (5) years of experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display a knowledge of recruiting, training, placement and evaluation of volunteers from the community who serve as mentors.
- Requires the ability to perform at speaking engagements.
- Requires the ability to develop schedules and exhibit organizational skills when planning events.
- Requires the ability to maintain an electronic calendar and coordinate multiple events simultaneously.
- Requires the ability to display a knowledge of public relations techniques.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to accept, receive, and/or collect payments and maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned division.
- Requires the ability to policies for using, acquiring, and/or maintaining technology systems.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: