

ACADEMIC MENTOR PROGRAM SPECIALIST

DEFINITION

Under general supervision, plans, coordinates and oversees the Academic Mentor Program; develops and disseminates information regarding the mentor program; writes and monitors grants and oversees the program budget; pairs mentors with students and coordinates mentor schedules; and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class is responsible for coordinating a variety of activities to implement the grant-funded mentor program, including performing outreach to obtain adult and older student mentors, scheduling and assigning mentors to at-risk students and overseeing program expenditures. Successful performance of the work requires the ability to work independently with students and adults, interpret and apply program requirements and procedures in the most effective manner.

EXAMPLES OF DUTIES

Plans, coordinates and oversees activities related to the implementation of the Academic Mentor Program.
Confers with teachers to determine at-risk students to benefit from the program.
Develops a comprehensive outreach plan to obtain new student program participants and mentors.
Develops, coordinates and makes personal presentations to community groups and businesses regarding the Academic Mentor Program.
Screens and selects adult and older student volunteers, matches volunteers with students and coordinates mentor schedules.
Serves as liaison between the program and business and community groups, District instructional staff, parents and volunteers.
Tutors students as required.
Coordinates mentor recognition events, determines the type and location for such events, directs the preparation and dissemination of invitations and event publicity and selects and obtains recognition awards.
Prepares grant requests, seeks funding opportunities, coordinates grant administration; maintains detailed records and prepares reports for the State and other funding suppliers.
Develops, monitors and controls the program budget.
Receives guidance on program from the teachers' advisory committee.

QUALIFICATIONS

Knowledge of:

Principles of reading, writing and math in order to tutor elementary school students.
Principles of coaching and mentoring in order to provide mentors with guidance and instruction.
Computer applications related to the work.
Basic budgetary principles and financial record keeping.
Principles and techniques of making effective oral presentations.
Basic supervisory principles and practices.
Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

Planning, organizing, coordinating and overseeing a comprehensive Academic Mentor Program.
Effectively instructing elementary school children in basic reading and math skills.
Developing creative marketing materials to encourage community members to become mentors.
Using English effectively to communicate in person, over the telephone and in writing.
Organizing own work, setting priorities and meeting critical deadlines.
Maintaining accurate records and files.
Computer applications related to the work.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to graduation from high school, supplemented by post-secondary course work in business, education, social science or a field related to the work.

Experience:

Two years of experience in a paid or volunteer status in providing direct services and program oversight for a program or project involving school age children. Experience in a school setting is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office, classroom or library setting, use standard office equipment, including a computer and drive a vehicle to visit various business and community sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

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