

Teacher-Mentor Job Description



Department:	Program	FLSA Status:	Exempt
Reports To:	Program Manager	Physical Strength:	Light

Summary

Elevate Oregon Teacher-Mentors build relationships with diverse youth to promote education, self-reliance, and leadership. Through long-term relational support they empower young people to become leaders and productive citizens. Mentoring relationships are at the heart of our school-based efforts to build character qualities and life skills.

Essential Duties

1. Teaches daily accredited classes to students in the Parkrose School District and provides mentoring on character qualities and life skills and additional support as needed outside of the classroom to all students on caseload.
2. Facilitates activities outside of normal school hours and during the summer.
3. Develops relationships with parents and school personnel in support of the success of the students.

Job Duties

- Provides mentoring, leadership, coaching, support, and resources to students.
- Teaches and manages approximately 25-30 students in school classrooms.
- Develops and teaches lesson plans for classroom curriculum.
- Represents Elevate Oregon in building relationships with teachers, counselors, and advisers at our partner schools.
- Establishes mentoring relationships with all students in the program to produce positive influence in their lives.
- Completes case notes, weekly reports, annual rosters, and other paperwork as assigned.
- Ensures waivers are submitted for all students and verifies the accuracy and completeness of data in the student information database.
- Develops and implements engaging activities for youth 1:1 and in small groups.
- Under the supervision of the Program Manager, supports the development and planning of outings.
- Transports students in a 12-passenger van to and from activities.
- Meets all deadlines as established by Manager.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation and problem solving.
- Respectfully takes direction from Manager.
- Performs other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty



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satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

High school diploma or GED. Bachelor’s or Master’s degree in education, social work, or a related field preferred. Minimum 2 years’ experience working with diverse youth preferred. Bilingual (English-Spanish) language skills preferred.

Certificates, Licenses and/or Registrations

A valid driver’s license, acceptable driving record, and automobile liability coverage or access to an insured vehicle.

Travel Requirement

This position requires occasional travel, usually local day trips.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl, use stairways to climb to multiple floors within office building, talk or hear and taste or smell. The employee must regularly be able to lift 25 pounds and the noise level in the work environment is usually moderate and can sometimes be loud.

Employee Signature: _____	Date: _____
Employer Representative: _____	Date: _____