



David Douglas School District #40

Classified Job Description

HIGH SCHOOL STUDENT MENTOR/LIAISON

Schedule: 9 months per year
Class: 18

POSITION PURPOSE

The mentor/liaison position supports African-American students academically, behaviorally and socially to improve students' performance and work towards successfully fulfilling post-secondary career and college goals. Most importantly, this position provides an opportunity for under-served students to realize and act upon their unique potential and passions. The position also develops and nurtures family connections and community support.

NATURE AND SCOPE OF RESPONSIBILITIES

- Strong interpersonal skills and the ability to develop relationships with diverse community members, staff and youth.
- Work with under-represented youth to reinforce supports for academic, social and behavioral improvements.
- Establish or support existing male African-American leadership groups
- Work with freshman African American student parents providing information on academic expectations, graduation requirements and post-secondary goals
- Collaborate with existing staff member working with African American students on leadership skills and post-secondary goals
- Collaborate and coordinate after-school programming with Schools Uniting Neighborhoods (SUN) Program Coordinator
- Collaborate and communicate with school counselors on concerns or issues related to student caseload
- Work with African American community programs and business leaders in developing and/or supporting existing youth programming, college and career programming, and other supports
- Track student attendance and academic progress on Synergy
- Collaborate with DDHS Deans to reinforce attendance and behavior programs
- Work closely with Scots Center Coordinator ensuring struggling students access both in-school and after-school tutoring opportunities
- Encourage students to explore rigorous academic classes, such as Advanced, Honors, College and Advanced Placement courses
- Develop and or support existing parent and community outreach and potentially conduct home visits
- Work with English Language Learner teachers in supporting African students and their cultural diversity
- Help students access after school activities that relate to their personal preferences and passions
- Communicate with teachers regarding student support goals, academic challenges and how coordinated efforts focus on student improvements
- Create and maintain data related to student caseloads, base data, improvement goals and outcomes
- Daily communication with mentees during school hours and/or after School District
- Attend mentor/mentee group events, mentor support groups, parent nights and other program recognition events as appropriate

QUALIFICATIONS

- Have earned a Bachelor's Degree in education, psychology, social work or other related field
- Have five years experience in youth mentoring or youth outreach programs
- Excellent verbal and written communication skills
- Preferred background in community and parental outreach
- Proven youth outcomes, such as increased youth leadership, academics and reduced involvement in juvenile justice system
- Preferred involvement within culturally diverse communities
- Must pass background check as required by David Douglas School District
- Familiarity with school and district policies and willingness to adhere to such policies
- Ability to attend professional development or training to fulfill duties

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/school grounds). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.