

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

Youth Mentoring Coordinator

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test;
- (2) A minimum of three (3) years of experience in community based-youth involvement;
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use effective communication skills including problem solving, conflict resolution, mediation, and oral and written communication. Ability to consult and collaborate with parents and educators related to youth activities. Ability to collect, analyze and interpret data. Technology skills appropriate for modern office operating such as word-processing, Telecommunications use, spreadsheet data collection, and information management. Knowledge of social marketing and public speaking experience or training. Strong commitment to child and family centered services. Ability to build relationships with disengaged youth and their families. Knowledge of the community and the ability to locate and match appropriate mentors, organize and facilitate the activities, implement the training, and evaluate the effectiveness and carry over. Ability to advise site based administration and staff in the implementation of special programs. Ability to travel to schools throughout the district.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To implement and coordinate mentoring services for students.

SUPERVISES:

Personnel as Assigned

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Develop, implement and oversee strategy for recruiting mentors.
- *(2) Participate as a member of the Multi-tiered System of Support team.
- *(3) Maintain accurate daily records and data collection to document students' progress.
- *(4) Develop a marketing campaign to promote the mentoring program.

Program Management

- *(5) Implement a training program for mentors to ensure adherence to program rules and regulations.
- *(6) Ensure that all activities are continuous and appropriate for age group, subject area, and/or student program classification.
- *(7) Establish and maintain a positive collaborative relationship with the students' families to increase meet the goals of the mentoring plan.
- *(8) Establish and maintain a positive, organized and safe environment for students.
- *(9) Identify and select appropriate materials and equipment for youth activities.
- *(10) Use time effectively.

Behavior Analyst (Continued)

Assessment/Evaluation

- * (11) Engage with youth to identify strengths, natural supports and resources of the family through a 'strength chat' approach.
- * (12) Conduct informal and formal assessments to determine mentor/mentee match.
- * (13) Monitor program effectiveness by providing reports and data regarding student performance, quality of mentoring, and parent involvement.
- * (14) Implement a system to track key performance indicators, including student data, mentor training and participation data.

Intervention/Direct Services

- * (15) Recruit and coordinate youth mentors.
- * (16) Select mentors based on review of application, background checks, and interviews.
- * (17) Coordinate youth involvement programming.
- * (18) Provide support, advocate for and mentor students.
- * (19) Develop tracking method to ensure continuity of mentoring through follow-up communication or activities.
- * (20) Initiate referrals to other agencies as needed.

Collaboration

- * (21) Provide community outreach/training on mentoring, local processes and the involvement of youth in their mentoring program.
- * (22) Communicate effectively with parents, teachers, professionals and the community through written reports, oral presentations and social media.
- * (23) Provide consultation on an ongoing basis to teachers, parents, mentors and other school personnel to meet the needs of the student.
- * (24) Collaborate with Shared Services and System of Care Coordinators to identify and establish relationships with individuals and organizations.
- * (25) Act as a liaison between mentor and mentee.

Professional Responsibilities

- * (26) Act in a professional and ethical manner.
- * (27) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- * (28) Keep updated on student/school legal issues and follow established procedures.
- * (29) Attend training relevant to position.
- * (30) Perform and fulfill professional responsibilities.
- * (31) Maintain confidentiality of all student records.
- * (32) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (33) Ensure adherence to good safety standards.
- * (34) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Job Description Supplement 04

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Behavior Analyst (Continued)

Length of the work year and hours of employment shall be those established by the District. This is a grant funded position through the Southeast Florida Behavioral Health Network and is subject to funding.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.