

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Mentoring Grant Specialist	<b>Department:</b> Community Services
<b>Immediate Supervisor's Position Title:</b> Mentoring Grant Coordinator	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> <b>B-3-1</b>	<b>Bargaining Unit:</b> Community Services Staff
<b>Job Summary:</b> Under the general direction of the Mentoring Grant Coordinator, the Mentoring Specialist is responsible for the supporting the Coordinator in the entire mentor match process for the US Department of Education Mentoring Grant.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Match Process
<b>Percent of Time:</b>	30%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Interview and enroll students</li> <li>• Interview potential mentors</li> <li>• Make home visits</li> <li>• Assist in making reference calls.</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Match Supervision
<b>Percent of Time:</b>	25 %	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Monitor, support and supervise the Matches and those waiting to be matched.</li> </ul>		
<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Recruitment
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• When requested, assist in planning and carrying out volunteer and student recruitment.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Statistics and Evaluation
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

- Maintain program statistics and submit to the Coordinator on a monthly basis.
- Participate in program evaluation procedures as requested.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Collaboration
<b>Percent of Time:</b>	25 %	

**Tasks involved in fulfilling above duty/responsibility:**

- Build and maintain healthy and productive working relationships with school staff, project staff and the Northfield Mentoring Coalition.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Perform other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>		

**Tasks involved in fulfilling above duty/responsibility:**

- Attend training sessions, district and departmental meetings as required.
- Make recommendations to the Grant Coordinator
- Keep abreast of changing developments in mentoring.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>		
less than high school diploma		Bachelor's Degree		
High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Education, social work or other related field.		
1 year college				2 years college
3 years college	x			4 years college
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>		
2nd year graduate level				
Doctorate level				
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of one year directly related work experience working with volunteers.				

<b>Required Supervisory Experience:</b>	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Applying public relations theories and techniques in promoting, advertising, and informing the community.</li> <li>• Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and division.</li> <li>• Using computer and related software applications and general office equipment, e.g. copiers, facsimiles and phone.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction and to market programs, address, negotiate or resolve issues/conflicts appropriately.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
	0
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Mentors	<b>Total:</b> Up to 125

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>				X
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	

Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds				
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Exerting up to 10 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

<b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b>	
_____	_____
<b>Signature – Department Head</b>	<b>Date</b>
_____	_____
<b>Signature – Human Resources</b>	<b>Date</b>
<b>Classification History:</b>	
Prepared by: BCC, LLC (RWB) 9/03. Revisions made 4/4 by BCC.	