

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Mentoring Program Facilitator I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site/Department	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	June 17, 2020	<b>SALARY:</b>	G-45/CSEA 125 Salary Schedule

**BASIC FUNCTION:**

Under the direct supervision of an assigned supervisor, facilitate in the implementation of all Mentoring / Alliance programs at designated District school sites; collaborate with staff, community businesses and agencies to provide support to sites to develop programs that support academic achievement of students; establish business/community partnerships to provide students access to high quality options and a variety of activities to achieve their personal best.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Assist in the recruitment of community members, staff and student volunteers to mentor District students who need or desire a mentor relationship; recruitment of mentors at community forums, college fairs, churches, District school site and/or departments. *E*

Coordinate the matching, screening and interviewing of all students and community and school-based mentors prior to participation and/or placement in Mentoring/Alliance programs. *E*

Assist in the selection, interviewing and professional development of District staff participating in Mentor/Alliance programs at designated school sites. Provide recommendations to District school site administrators and the Mentoring Office Manager. *E*

Organize and conduct professional learnings, meetings and workshops for District staff and community mentors around social engagement, behavioral modification, student connectivity to school, social emotional learning, classroom management and other relevant strategies to improve student success. *E*

Assist in the coordination and facilitation of Mentoring/Alliance program team building and educational field trips and end-of-year enrichment events. *E*

Assist in the facilitation and coordination of the Mentoring/Alliance program student work program, which includes assisting students in obtaining work permits; assist students in completing District

student work applications; conduct orientation and job preparation training; student placement at worksites; collect monthly timesheets and input student hours for payroll processing. *E*

Train and advise District staff involved in Mentoring/Alliance programs and provide clear, constructive feedback to improve staff effectiveness. *E*

Monitor Mentoring/Alliance programs at District school sites to ensure program success and continuity. Ensure programs and staff compliance with policies, procedures and guidelines. *E*

Communicate in a timely and professional manner to District administrators, department personnel and outside agencies to develop and coordinate projects at selected school sites; resolve issues and conflicts and exchange information. *E*

Instruct and facilitate small groups with selected students focusing to improve school connectivity, classroom behavior and social emotional skills. *E*

Assist in the inputting of Mentoring/Alliance program student data into Mentoring Office program logs and the District student information system on a weekly and monthly basis to ensure data analysis. *E*

Assist in the distribution of curriculum binders, lesson plans, incentives including food for events, brochures, applications, and other important materials for District school sites and students. *E*

Prepare and maintain accurate records and reports related to Mentoring/Alliance student attendance and participation to ensure appropriate support and guidance are provided to improve student learning. *E*

Perform clerical duties including filing, copying, record keeping; operate a variety of office equipment including but not limited to copiers, facsimile machines, computers and assigned software. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE: Required prior to employment.**

Any combination equivalent to: high school graduation and a minimum of six years' experience in a field which involves working with the public or community, three years of which should include working in a public education program or comparable private sector experience; knowledge of and experience in working with diverse ethnic communities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District resources and community service functions and activities.  
Various established community connections.  
Culture, lifestyles and educational and social needs of diverse students and adults.  
Applicable State and federal regulations, laws and rules related to assigned activities.  
Health and safety regulations pertaining to current position.  
Interpersonal skills using tact, patience, and courtesy.  
Current office terminology, practices, procedures and equipment.  
Software programs including but not limited to word processing and spreadsheets.  
Budget preparation and control for assigned programs.  
Reading and writing English communication skills.

**ABILITY TO:**

Facilitate development and monitoring of assigned projects or programs for successful student outcomes and community needs.  
Monitor and evaluate community interests for facilitation of assigned projects or programs.  
Plan, prioritize and organize work to meet schedules and timelines.  
Analyze situations accurately and adopt an effective course of action.  
Establish and maintain effective working relationships with culturally and economically diverse individuals and groups.  
Maintain currently knowledge of program rules, regulations, requirements and restrictions.  
Read, interpret and follow rules, regulations, policies, and procedures.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Communicate, understand and follow both oral and written directions effectively.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.  
Maintain records and prepare reports.  
Operate standard office equipment including computers and related software applications.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor, outdoor and office and school/campus environments; driving a vehicle to conduct work; some evening recruitment and/or evening meetings; contact with staff, students, families, teachers, administrators, media, representatives of colleges/universities, community agencies, the general public and community members; moderate to high stress levels; constant interruptions; repetitive activities; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, walking, sitting or standing for extended periods of time; dexterity to operate a computer or other office equipment; hearing and speaking to exchange information, make presentations and conduct telephone calls; seeing to read and analyze program

reports; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; handling of lightweight materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***