

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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| <b>TITLE:</b>          | Manager II, Mentoring       | <b>REPORTS TO:</b>     | Executive Director, Prevention & Intervention |
| <b>DEPARTMENT:</b>     | Prevention and Intervention | <b>CLASSIFICATION:</b> | Management                                    |
| <b>FLSA:</b>           | Exempt                      | <b>WORK YEAR:</b>      | Varies  |
| <b>BOARD APPROVAL:</b> | July 28, 2010               | <b>SALARY:</b>         | E-25/Management Salary Schedule               |

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**(Former Classification: Mentoring Coordinator)**

**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area(s); coordinate all district mentoring programs, provide leadership to school sites and district departments in the implementation of mentoring programs; provide support in the development of site based mentor programs with emphasis on students who are at risk of dropping out of school and/or demonstrate anti-social behavior to ensure students stay in school on target to graduate.

**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).**

Coordinate, plan, and manage assigned functions or programs to expand practices proven to raise student achievement. *E*

Develop a database specific to effective community mentor resources and evidence based strategies; recommend and advise sites and departments of the approved mentor resource list and other related resources in support of students learning at grade level and beyond. *E*

Coordinate and prepare for in-services; conduct training at schools and other locations to inform staff of best practice and strategies for effective student mentor programs in support of professional learning. *E*

Monitor and evaluate all district mentoring programs to expand or continue practices proven to raise student achievement; develop evidenced based metrics to measure program effectiveness with a focus on disaggregating student outcomes in terms of race, socio-economics and grade level. *E*

Work with Research, Evaluation and Assessment to develop evaluation protocols against which to measure the mentoring programs and their performance to improve learning and teaching in classrooms to eliminate the achievement gap. *E*

Collect, prepare and analyze data relative to program area; make timely recommendations for programmatic changes to area under supervision to provide students a variety of educational opportunities to learn at grade level and beyond. *E*

Prepare reports for presentation to the Board of Education and advisory committees. *E*

Plan, prepare and conduct meetings with mentors to ensure understanding of programs and the effective implementation of mentoring services; collaborate with mentors and district staff to develop uniform procedures and protocols. *E*

Provide professional development for sites and departments related to mentoring in support of professional learning. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Provide leadership to district, community and other committees regarding assigned areas. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: A Bachelor's degree and five years related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the assigned area.

Case Management.

Applicable laws, codes, regulations, policies and procedures including Health and Safety and Education codes.

Accurate budget preparation and control.

Oral and written communication skills.

Principles and practices of management.

Evaluation of metrics or success criteria.

Staff development presentation techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer to enter data, maintain records and generate reports.

Labor Relations law and employee contracts.

Analytical and problem solving techniques.

District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Plan, organize and administer the mentoring services of the District.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures.

Plan and organize work to meet schedules and time lines.

Develop training programs related to assigned areas.

Make presentations and deliver in-services in area of specialty.

Work independently with little direction and many interruptions.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Coordinate and enhance communications among school, families, community agencies, and students.

Communicate and work effectively with multi-ethnic poverty communities.

Communicate, understand and follow both oral and written directions.

Analyze situations accurately and adopt an effective course of action.

Work collaboratively and build positive relationships with a diverse range of stakeholders.

Demonstrate loyalty and high ethical standards.

Learn new or updated computer systems and programs to apply to current work.

Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.

Design and implement a wide variety of professional learning opportunities

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and field environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary hearing and speaking to exchange information and make presentations; seeing to read a variety of materials and observe students; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other 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*