



Job Title: **Student Services Intervention Mentor**

Department: **Responsive Services**

Supervisor: **Director of Responsive Services**

Lane Placement: **ESP Lane 4**

Schedule: **7hours/180 days**

Evaluation Group: **JCES** FLSA Classification: **Non - Exempt**

### **JOB DESCRIPTION**

Under the supervision of the Director of Responsive Services, the Intervention Mentor will collaborate in providing tiered interventions for identified at-risk students as part of a District Student Support Team.

### **ESSENTIAL FUNCTIONS**

- Implements strategies that address school success and school completion.
- Builds rapport quickly with teenagers and staff at multiple sites.
- Uses evidence-based mentoring program and protocols.
- Supports and advocates for assigned students.
- Manages a case load of 40 to 50 students at any one time.
- Supports all initiatives of Student Support Services.
- Works collaboratively with District, school and community personnel.
- Keeps accurate records with data collection for systematic monitoring.
- Strong technology skills in Word, Excel, database, and email.
- Provides direct support to students at individual homes and other locations.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Must have a growth mind—set.
- Must have excellent technology skills (Word, Excel).
- Experience with academic language and terms used in schools.

Student Services Intervention Mentor

- Ability to work collaboratively with school personnel and other departments.
- Must be able to take the initiative, work independently and effectively meet the demands of the position.
- Must be able to work in a team setting.
- Must be able to work collaboratively and build trust within the community.
- Ability to speak Spanish fluently strongly preferred.
- Ability to translate written Spanish documents preferred.
- Requires a valid Driver License and ability to drive to various locations throughout the local area.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Must be able to work in various environments including outdoor environments, hot and cold environments and various different building types.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020