SAMPLE


# Academic Mentor Job Description

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| POSITION TITLE: Academic Mentor | DIVISION: |  |
| WORK YEAR:9 months/no more than 19 hours per week | DEPARTMENT: | As Assigned |
| SALARY/PAY RATE:DEFINITION: | LOCATION: | School(s) |

Under the supervision of the GEAR UP Coach, an Academic Mentor performs instruction-related services, works directly with students, and carries out assigned functions given by the assigned teacher. Performs job-related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Provides support services required to implement the instructional plan as prescribed by the curriculum teacher or department chairperson.
2. Provides tutorial assistance to individual students or small groups of students as requested by the teacher or department chairperson.
3. Assists with administering and recording test results.
4. Maintains individual student folders and student records; collects data on student performance.
5. Assists teacher with room and instructional materials preparation.
6. Types, copies, and distributes instructional materials as requested by the teacher.
7. Ensures proper student usage of computer, audio-visual, and other instructional equipment as needed.
8. Maintains and submits service logs according to instructions.
9. Serves as a role model, inspiring and motivating students to excel academically and pursue postsecondary education.

QUALIFICATIONS:

1. High School diploma and currently enrolled in college; demonstrated mastery of Algebra I and Geometry (as evidenced by high school and/or college grades in these courses).
2. Six months of general clerical or service work experience.
3. Effectively demonstrate both oral and written communication skills.
4. Good command of the English language.
5. Ability to communicate and work effectively with high school students and teachers.
6. Experience with computer hardware and software, audio-visual, and other instructional equipment.
7. Spanish proficiency preferred.

SUPERVISION RECEIVED: Principal or designee.

SUPERVISION GIVEN: None.