

Madera Unified School District Classified Job Description

Supervisor – Student Mentors

Purpose Statement

The Student-Mentors' Supervisor purpose is to plan, organize, and coordinate the (B.A.M) Becoming A Man Program. To serve in a leadership role as a district student mentoring coordinator and to ensure the safe learning, and work environment for our Madera Unified student body. To provide support to families, employees, community members, and public relations

This job reports to the Director of Student Services and takes direction from site Principals.

Essential Functions

- Plan, organize, coordinate, and implement the (B.A.M.) Becoming A Man Program. The school-based student mentoring program focused on violence prevention and educational enrichment that promotes social, emotional, and behavioral competency in at-risk students, male and female alike. The program curriculum addresses six core values; integrity, accountability, self-determination, positive anger expression, visionary goal setting and respect for women and their fellow man. Each value relates to the personal, and academic success.
- Supervises and coordinates the services of the Student Advocates, (P.B.I.S) Positive Behavior Intervention and Support members, Student Ambassadors, and Community groups to serve the betterment of our students in the district.
- Communicate and establish collaborative relationships with students, staff, and other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Establish a mentor recognition program.
- Responsible for the collection of year end data for the various mentoring programs.
- Establish a criteria to rate the effectiveness of the various mentoring programs.

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- Supervise the mentor selection process, including the matching of mentors with students.
- Coordinate with teachers the best times for students to meet with mentors, and work with site Principals to create space for mentor and students to meet.
- Partner with Big Brothers/Big Sisters organization to build connections and relationships beyond the school realm.
- Coordinate the services of Teach 1 to Lead 1 representatives with site Principal.
- Serve as an active member of the District's crisis intervention team when incidents occur.
- Work with mentoring groups to help in the (P.B.I.S) Positive Behavior Intervention and Supports process, focusing on the social and emotional health needs for sustained academic success.
- Plan, develop, and coordinate a comprehensive public relations program in order to establish collaborative relationships and communication with students and school personnel; and enhance the District's image in the community to a wide variety of constituents; highlight the district's achievements and excellent programs designed to build student relationships and behaviors.
- Coordinate special events or projects as directed by the Superintendent or Associate Superintendents for administrative support for project based management including but not limited to charitable contribution campaigns geared toward student-based fundraising.
- Initiate, coordinate and supervise school resources and community stakeholders to support adolescent behaviors.
- Initiate media coverage and serve as the district's spokesperson to the media involving athletics and school image; arrange media conference and develop media releases to promote school culture.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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Job Requirements:

Knowledge and Abilities

KNOWLEDGE: Planning, organization and direction of business finance, fund raising, community partnerships and technology; Public speaking techniques, news media, legal entitlements and restraints; diverse cultural backgrounds; district resources and community service functions and activities; student mentoring training, principles and techniques; Brown Act, laws related to freedom of press and free access to public information; correct oral and written usage of English, grammar, spelling, punctuation and vocabulary; principles and practices of management; Ed codes, Board policies, District regulations, industry trends, practices and other applicable laws related to assigned activities; advanced techniques in marketing; computer and appropriate software including but not limited to word processing, spreadsheet and presentation graphics, web page development use and maintenance and knowledge of District goals

ABILITY: Perform courageously and ethically to accomplish District goals; supervise and lead in a manner that encourages high morale and efficiency; communicate the goals and general provisions of the program; evaluate and enhance formal, informal, internal, and external communications; communicate, understand, and follow both oral and written directions effectively; maintain confidentiality of District information; establish and maintain cooperative, effective, and collaborative working relationships with a diverse range of people; prepare and deliver oral presentations; build a network of individual, community and corporate support bases; analyze situations accurately and adopt effective courses of action; work independently with little direction; analyze and synthesize information for accurate data reporting to support district goals; communicate using patience and courtesy in a manner that reflects positively on the organizational unit; actively participate in meeting district goals and outcomes; apply integrity and trust in all situations.

Working Environment

The usual and customary methods of performing the job's function require the following physical demands; some lifting, carrying, pushing and/or pulling; generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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Minimum Qualifications

Experience: Three (3) years' experience in student mentoring or student affairs.

Education: Bachelor degree in Public Affairs or a related field.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

Certificates

Valid CDL

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Supervisory – Range 12