

STUDENT MENTOR

DEFINITION

Under general supervision of a certificated staff member, develops assignments for students to supplement the regular instructional program; gives special instructions to students with advanced or unique talents; works with students on an individual or small group basis; evaluates students' performance; and performs related work as required.

EXAMPLES OF DUTIES

Tutors students on a one-on-one basis or in small groups in area of unique and special skills beyond the expertise of the regular classroom teacher. *E*

Establishes rapport and maintains contact with instructors. *E*

Maintains accurate record keeping of students' progress in special skill area. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles of supervision and training; and
2. Record keeping.

Ability to:

1. Tutor students possessing unique abilities in areas of expertise above those required for regular classroom work;
2. Communicate effectively, both orally and in writing with staff, students, and parents;
3. Motivate and work with students of exceptional abilities;
4. Establish and maintain accurate records;
5. Understand and carry out oral and written instructions;
6. Establish and maintain effective relationships with those contacted in the course of work;
and
7. Comprehend and follow instructions.

EDUCATION AND EXPERIENCE

Must be enrolled and completing at least 12 units per semester in an accredited college or university, preferably in a program that will lead to a teaching credential. Experience must be commensurate with that requested by the classroom instructor. Recent experience working with high school students is desirable.

WORKING CONDITIONS

Environment

Classroom environment; subject to sporadic work assignments of limited duration.

Physical Abilities:

Seeing to monitor student behavior during classroom activities; hearing and speaking to exchange information related to classroom assignments; bending at the waist; kneeling; and standing and walking for extended periods of times.

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