**TITLE:**

Volunteer Mentor

**QUALIFICATIONS:**

1. High School Diploma
2. Skills in human relations and basic oral and written skills
3. Ability to work with, assist and tutor students
4. Clerical or office experience helpful

**REPORTS TO:**

Principal

**JOB GOAL:**

To establish positive educational relationships with students

**PERFORMANCE RESPONSIBILITIES:**

1. Will comply with all District policies, rules and regulations
2. Will be directly responsible to carry out directions given by the teacher, coach, administrator or other District employee with whom they are working
3. Reports to the Principal who will assign the mentor to the teacher, coach or other District employee who is responsible for the student the mentor is working with
4. Shall serve as an ambassador for the School District
5. May not serve as a spokesperson for the District
6. Will report any discipline, behavior problems or controversial issues to the teacher, coach or other school employee with whom they are working
7. All other District-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.