

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Mentoring Coordinator, Teacher Assistants
Department:	Assistant Superintendent
Reports to:	Assistant Superintendent
Supervises:	n/a

Description of job:	
Summary of Responsibilities:	
<p>Responsibility for the design, development, planning and coordination of the overall activities of the mentoring program for the district with the goal of improving professional practices and building professional knowledge to improve student success.</p>	
Essential Functions:	
<ol style="list-style-type: none"> 1. Work towards the development of long term goals and objectives for the mentoring program in support of the mission of the mentoring program. 2. Coordinate with Human Resources to determine the need for mentors; determine appropriate pairing of mentors/mentees and facilitate any necessary problem solving regarding scheduling. 3. Coordinate the recruitment of paraprofessionals for the mentoring program to ensure that approved recruitment goals are met. Includes application process and follow up communication with applicants. 4. Design, develop and disseminate all program brochures and materials necessary for program publicity and information to staff. 5. As necessary, review and revise mentor/mentee handbooks. 6. Develop content of program, including appropriate materials, for mentor training. Coordinate and schedule mentor training and provide evaluation of training and necessary follow up. 7. Manage program financial records to ensure accurate recording of mentor compensation, training programs and completion of all compliance records. 8. Participate in inter-district networking to share information and stay abreast of current trends. 9. Conduct exit interviews with staff members leaving program to monitor quality. 10. Establish annual calendar including regular support sessions throughout the year for mentors and mentees. 11. Conduct annual evaluation of program to analyze progress vs. goals and objectives. Provide annual report to the School Committee. 	

Protective Personal Equipment:	n/a
---------------------------------------	------------

Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
------------------------	-------------------	-----------------	----------------	---------------	--------------------

Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None: X	Manual:	Automatic:
------------------------------	----------------	----------------	-------------------

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	100%	Outside:	
Lighting:	Incandescent or fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

North Kingstown School Department

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

North Kingstown School Department

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelors or Associates degree in education field, completion of 60 academic credits in an education field or achievement of passing score on the ParaPro qualifications test with the completion of Teacher Assistant Training Program as required by RIGL 16-11.2-2. Three to six months experience and/or training in a school environment providing support to students. Successfully complete and pass CPI training.

License/Certificate/Certification:

Per RIDE Requirements

Technological and/or Technical Skills:

Demonstrated proficiency in essential computer applications as required.

Communication Skills:

Strong oral and written communications skills. Able to respond simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs and confidentiality.

Planning Skills:

Ability to prioritize the needs and requests of students and teachers within the school setting and respond in a professional and efficient manner.

Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Per North Kingstown Educational Support Professional Contract.

Evaluation:

Per North Kingstown Educational Support Professional Contract.

Date: 10/2016