

Job Title: McKinney-Vento Mentorship Program Liaison
Reports to: Director of LAP, Title 1, McKinney Vento & Foster Care Education
Work Schedule: Up to 4.25 hours per day – Up to 147 days per year
Salary: Salary Schedule Non-Represented 10

Position Goal:

This position will operate HOPE Mentoring in partnership with LINC NW; will be supported by this program; and is responsible for meeting with community members, submitting their background checks, and pairing individuals with students intentionally based on commonalities and student's needs.

Essential Job Functions:

- Collaborate with the District McKinney-Vento Liaison to identify at-risk McKinney-Vento students who are candidates for the mentorship program
- Build relationships with mentors to understand commonalities shared with these students
- Work with mentor candidates and Marysville SD staff to process paperwork for background checks
- Create schedules based on student's unique needs and their mentors
- Create case management and maintain detailed records for each McKinney-Vento student
- Required to travel between work sites
- Understanding and knowledge of Marysville and Tulalip communities
- Attend required trainings
- Attend team meetings to discuss caseloads
- Working with at-risk youth using sensitivity and confidentiality
- Understand role as a mandated reporter
- Data tracking required for grant/McKinney-Vento program
- Comply and maintain consistency with grant guidelines and expectations
- Be a positive role model for students and support the mission of the school district
- Demonstrate a commitment to continuous quality improvement and system-wide goals
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to read, write, speak, and communicate effectively
- Ability to maintain detailed records
- Ability to follow and give written and oral directions and be self-directed
- Ability to manage time effectively
- Ability to operate a MAC computer-using district approved software
- Ability to establish and maintain effective working relationships
- Ability to remain flexible to changes in assignments or situations
- Ability to be fair and consistent when working with students
- Ability to handle confidential matters and information in a professional manner
- Knowledge of community services

Minimum Qualifications:

- Bachelor degree emphasizing youth, education, or student services preferred or extensive experience with proven results
- 3-5 years of experience in mentoring at-risk youth preferred
- 3-5 years of experience in volunteer management preferred
- Knowledge in trauma-informed care strategies and implementation preferred
- Knowledge of Marysville and Tulalip community programs and resources
- Washington State driver's license and evidence of mobility

- Must have the ability to comply with specific grant requirements
- Daily travel between buildings required
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee will have flexible hours and will travel between buildings. Work environment will include open areas in school buildings and an office setting. Environments will require sensitivity and confidentiality. The noise level is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges. The employee may be confined to a work area; required to have precise control of fingers and hand movements; experience constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, and stand for periods of time. The employee may encounter distraught and/or angry persons and may be exposed to infectious diseases carried by children.

Evaluation:

This position shall be evaluated periodically by the Director of LAP, Title 1, McKinney Vento & Foster Care Education pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed July 2019.