



EMPLOYEE NAME: \_\_\_\_\_

Revised: 2/11; 10/12 :08/21

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Mentoring Coordinator, ARPF Grant	<b>JOB CODE:</b> 408E
<b>DIVISION:</b> Leadership and Learning	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support Annual
<b>DEPARTMENT:</b> Student Support	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Student Support/Social Worker Supervisor	<b>PAY GRADE:</b> Rank G (K07)
<b>FLSA:</b> Exempt	<b>Pay Frequency:</b> Monthly
<b>PRIMARY FUNCTION:</b> Creates, manages, and leads the development of a Cobb County School District student mentoring program/initiative under supervision of the Student Support/Social Worker Supervisor.	

**REQUIREMENTS:**

1. Educational Level: Bachelor’s degree in a related field; Master’s degree preferred
2. Certification/License Required: None
3. Experience: 3 years in any combination of program development, community organization, and/or mentoring coordination
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; Microsoft Office Programs (Access, Excel, Word); organizational skills; policy development; management skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Creates a District-wide framework for the student mentoring program.
3. Works and collaborates with community leaders in identifying best-practices and evidence-based programming in the development of the District-wide framework.
4. Develops strategies regarding recruitment of mentors, to include branding a CCSD mentoring program and creating marketing strategies that assist with mentor recruiting.
5. Develops policies and procedures related to the training and retention of mentors.
6. Provides ongoing follow-up, support, and training for adult mentors.
7. Communicates and collaborates with local school staff, families, referral agencies, and other community organizations.
8. Develops and implements evaluation procedures, to include compiling monthly data into an operational summary and submits reports as requested.
9. Coordinates mentoring services content for web page and other social media applications.
10. Develops sustainability and continued funding resources plans.
11. Provides leadership and training to local school mentoring site liaisons, volunteers, and mentees.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Note: This position will be funded through the American Rescue Plan Federal Grant and will be eliminated when the grant expires.**