

STOCKTON UNIFIED SCHOOL DISTRICT

MENTORING AND COMMUNITY SERVICES COORDINATOR

DEFINITION

GEAR UP Stockton is a 5-year federally funded project to increase the academic achievement of students and increase the number of students who pursue post-secondary education. The Mentoring and Community Service Coordinator will work with the Regional Partners and the community to provide mentors for students; organize community and parent support for GEAR UP Stockton activities; schedule career speakers for classrooms; plan career days for school sites; identify support needs for parents; provide community-based input to the Regional Partners and the District's Coordinating Council; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Project Coordinator and/or Director of CWA/Summer Programs/Early Childhood Development and supervises support staff as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Work closely with the Project Coordinator, Director of CWA/Summer Programs/Early Childhood Development, site coordinators and administrators, and project evaluators.

Work with the GEAR UP Stockton Regional Partners, the GEAR UP Stockton Coordinating Council and the Evaluation Advisory Committee.

Work with community organizations and businesses to provide mentors for GEAR UP students.

Provide training for mentors.

Organize community and parent support for and participation in project activities.

Recruit and schedule classroom speakers for career and college education.

Assist school sites in planning Career Days.

Identify support needs for parents who want to help their students achieve academically and develop programs to meet those needs.

Plan and implement community meetings.

Provide community-based input to the regional partners and the District Coordinating Council.

Work with the project evaluators to implement ongoing evaluation activities.

Work with the project coordinator to ensure proper articulation and communication among schools, district administration, regional partners, the community, and the U.S. Department of Education.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices
- Program assessment, evaluation and record keeping requirements

- Professional development techniques
- Current educational research on student achievement and school reform

Ability to:

- Communicate effectively with a wide variety of people, both oral and in writing
- Manage multiple tasks simultaneously
- Interpret evaluation data to make decisions about programs
- Demonstrate leadership abilities
- Effectively operate a personal computer for the purpose of database management, data retrieval, and word processing

Education and Experience:

- Bachelor of arts degree from an accredited college or university
- Experience in organizing community support and action
- Experience in managing large-scale budgets and projects
- Second language capability (preferably Spanish)

Licenses and Certificates:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Licenses and Certificates:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Management Team Salary Schedule

Tier 5, Range 03

12-month work year

Board Approval: 03/09/03, 12/11/06

Management re-alignment effective 03/01/19