

Coordinator III, Program Manager, Stay in School Mentoring Project

Position Details

Reference Code: A635

Division: Community Engagement Unit

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule,
12 Months

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership for the Stay in School Mentoring Project, addressing program development and implementation for all students in danger of not completing course requirements in all grade levels. The person selected for this position is directly responsible to the Director of the School-Community Partnership Program (SCPP), Community Engagement Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as the liaison between the Clark County School District and business and nonprofit partners that have formalized mentoring programs in the District.
2. Designs, develops, and coordinates a comprehensive training for volunteers and school liaisons.
3. Recruits adults from the community and from businesses who are willing to serve as mentors.
4. Develops and implements procedures for background checks for volunteers.
5. Works effectively with personnel in the schools, identified community organizations, and the SCPP office.

6. Monitors and evaluates the mentoring programs, making adjustments, when required.
 7. Maintains appropriate documentation of all project activities.
 8. Attends meetings, events, and other functions to promote mentoring programs.
 9. Consults with teachers, counselors, and administrative staff of selected schools to identify students to be monitored and mentored.
 10. Assigns mentors to students/schools, conducts orientation, and facilitates reassignment of students and mentors, as needed.
 11. Prepares and presents updates, reports, and necessary communication regarding the mentoring programs.
 12. Ensures effective data methodology is utilized and procedures are created for data collection and evaluation for the mentoring programs.
 13. Trains and supervises personnel to replicate learned strategies and methodologies to ensure the sustainability of programming.
 14. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of various cultural groups and cross-cultural techniques.
 2. High level of skills in planning, organizing, and coordinating job-related tasks.
 3. High level of self-confidence, initiative, self-direction, and motivation.
 4. Strong facilitation and presentation skills.
 5. Skilled in dealing with the public.
 6. Skilled in diplomacy, judgment, leadership, and problem solving.
 7. Effective skills in planning, organizing, and coordinating activities.
 8. Ability to work cooperatively with various departments within the District and with other agencies, both state and national.
 9. Willingness to maintain a flexible work schedule which adapts to the needs of the program.
 10. Ability to work under pressure, meet deadlines, and manage more than one project at a time.
 11. Ability to successfully communicate verbally and in writing.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Has demonstrated involvement in community activities.
2. Has demonstrated experience in recruitment and training of staff and/or volunteers.
3. Has demonstrated experience in program development and implementation.

Preferred Qualifications

1. Two (2) or more years of involvement in community service.
2. Prior experience working in a high needs school.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 08/02/19
- Created: 10/11/11