



POSITION DESCRIPTION

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| Title: Family Mentor | |
| Department: SAFE | FLSA Classification: Non-Exempt |
| Bargaining Unit: CSEA 75 | Work Year: School Year |
| Reports to: Director of Student and Family Engagement (SAFE) or Principal | Board Approval Date: TBD |

Salary Grade: Range 18

Primary Function:

Under the direction of the Student and Family Engagement administrator, school principal or certificated personnel, work with Office Staff and Family Engagement workers to develop systems and process around case management for students with attendance concerns.

Under the direction of a principal, facilitates community understanding of school programs and objectives; secures parent involvement in school activities.

Essential Job Functions include, but are not limited to the following:

1. Make home visits and follow-up on referrals for students who have attendance concerns.
2. Document visits and phone calls for the students in Item #1. Record information in the student database. Provide reports as necessary to Administration.
3. By home visit or telephone call, informs parents of school activities, meetings and programs available that may be of interest to them.
4. Contacts community members in an effort to obtain volunteers for school activities.
5. Make home visits and follow-up on referrals.
6. Informs parents of community services that may be available to them.
7. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

1. Any combination equivalent to: graduation from high school, supplemented by training and/or experience in computer skills and knowledge of computer databases and reports.
2. Experience with community service agencies and resources;
3. Understanding of issues and concerns of families in the school community;
4. Knowledge of school objectives, programs and attendance requirements.

Licenses/Certifications:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Abilities and Skills

- Correct English usage, vocabulary, spelling, grammar, punctuation and arithmetic.
- Ability to enter information that is gathered, into the computer database.
- Bilingual is preferred.

- Excellent communication skills.
- A desire to work with students and families to help improve student attendance and parental engagement with student's education.

Working Conditions

School office equipment; may be required to attend evening meetings; may be required to drive own car.

Physical Abilities

Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships, and identify and distinguish objects. Sufficient hearing to hear conversations in person and on the telephone, hear sounds clearly up to twenty feet, and have the ability to hear with both ears. Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects and move about the work area.