

# Alameda County Office of Education

## Job Description

**JOB TITLE:**        **Educational Mentor** (Range 14 CSEA)

### **JOB SUMMARY :**

Under the direction of the coordinator of the Foster Youth Services (FYS) program, the Educational Mentor assists youth residing in foster care placements through mentoring; counseling; providing, or arranging for the referral to, tutoring, transitioning, emancipation, special education, and other academic support services; and establishing collaborative relationships with local advisory groups and agencies.

*Note: The Education Mentor is a specially funded classified position pursuant to Ed. Code 45117. The displacement rights for layoff are limited to this classification. Displaced incumbents will be individually assessed for related skills in like positions within the occupational group of Instructional Assistance. Recommendations for qualifying any incumbent in an alternate classified instructional position will be made to the Personnel Commission for approval.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works with individual students to meet their educational needs and goals.

Works as an advocate for special education students.

Assists to make sure student assessments are completed and Individualized Education Program meetings are held.

Facilitates student enrollment and regular school attendance to provide school placement stability.

Provides or facilitates tutorial and other academic support services for foster youth.

Provides general information regarding education issues to foster youth.

Relays information about credits and educational options to students, child welfare workers, and FYS staff.

Collaborates with school district personnel to verify school progress, grades, and attendance.

Consults with FYS staff related to community resources.

Verifies information for the Health and Education Passport.

Supports youth transitioning from one placement to another.

Maintains a regular schedule to visit foster youth, requiring driving to various locations throughout the Bay Area.

Completes logs and schedules relating to specific activities with each student, for use in yearly report.

Performs related duties as required.

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**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Note: This classification does not have minimum qualification requirements for office equipment; e.g., computers, copiers, and projectors. Use of this equipment will be supported by on-the-job training and assistance when required.*

### **ABILITY TO**

Pass ACOE designated high school proficiency exam.  
Work with potentially high risk students.  
Prepare and maintain records and files.  
Establish and maintain collaborative relationships with local agencies.  
Meet schedules and timelines.  
Communicate effectively orally and in writing.  
Perform CPR/First Aid techniques.  
Manage groups of students in active situations.  
Use appropriate judgment in reacting to diverse and emergency situations.  
Readily learn and apply pertinent procedures and functions under minimal supervision.  
Interpret and explain policies & procedures.  
Understand and follow oral and written directions in English.  
Perform secretarial and clerical tasks.  
Organize and coordinate office activities.  
Schedule, coordinate, and facilitate meetings.  
Operate modern office equipment.  
Maintain records and prepare reports.  
Drive vehicle to various locations throughout the Bay Area.

### **KNOWLEDGE OF**

Youth development.  
Department operations and policies.  
Interpersonal skills.  
Laws and regulations related to activities.  
Techniques used in guiding and motivating students.  
Oral and written communication.  
Conflict Resolution techniques.  
Correct English usage.  
Goals, policies and objectives of Foster Youth Services.  
Basics of group dynamics and personal safety.  
Coordination of daily, weekly, monthly assignments.  
Telephone etiquette.  
Operation of office equipment and software.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Human Services, Social Work, Human Development, or related; prior experience working with youth in a formal, professional setting; or equivalent combination of education and experience.

**Desirable:** Prior experience working with youth with learning disabilities and/or with foster youth; CPR/First Aid training; Conflict Resolution training.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license, ACOE designated high school proficiency exam, CPR/First Aid Certificate.

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### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, procedures, instructions, and manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide using whole numbers.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand and walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, and color vision. The employee is regularly required to drive vehicle to various locations throughout the Bay Area.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently expected to drive a vehicle and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Approved By: Personnel Commission**

**Approved Date: May 17, 2007**