

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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<b>TITLE:</b>	Dropout Prevention Program Mentor	<b>REPORTS TO:</b>	Program Manager, Dropout Prevention
<b>DEPARTMENT:</b>	Instructional Support Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-exempt	<b>SALARY GRADE:</b>	035 OTBS
<b>ISSUED:</b>	May 10, 2011		

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**BASIC FUNCTION:**

Provide mentorship to high school students identified being at-risk for dropping out; assess student needs using defined methodologies and coordinate the implementation of a variety of student, family, community services, and educational programs and strategies in support of District dropout prevention.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

***E = Essential Functions***

Provide mentorship to high school students identified as being at-risk for dropping out; assess student needs using defined methodologies and coordinate the implementation of a variety of student, family, community services, and educational programs and strategies in support of District dropout prevention. **E**

Work directly and collaboratively with a caseload of individual students and their families, school staff, county service agencies, and community service providers to implement comprehensive and inclusive strategies that address school success and completion of high school for students at-risk of dropping out. **E**

Assess, monitor and track levels of engagement of target students using defined methodologies such as ‘check and connect’; collect, document and compile student data as a tool to assess absences, tardies, suspensions, and grades/credits earned; prepare assessments and reports. **E**

Collaborate with school personnel to support District student achievement goals, and discipline and behavior policies to promote student engagement. **E**

Act as a liaison between the students, family, community and school site. **E**

Facilitate communication and promote problem-solving both at the individual student level and between home and school. **E**

Contact parents by phone, email and home visits to share information and develop plans to help re-engage students in school.

Serve as a positive role model to students. **E**

Work collaboratively with schools and programs to define and outline roles to improve participation, performance, and success for dropout prevention and school completion related activities. **E**  
Utilize knowledge and resources related to community and district services and refer students to appropriate services/programs as needed. **E**

May provide tutoring assistance.

Explain district policies and procedures to staff, students, community agencies and the public. **E**

Participate in, provide information to, and/or facilitate staff team meetings related to school programs and student services. **E**

Attend site team meetings, weekly staff meetings, staff development activities and other relevant meetings to assist with student engagement as required. **E**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in education, child development, child psychology, behavioral sciences or a related field and one year of recent related experience in an educational or community based setting working with youth. A bachelor’s degree is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver’s license and availability of private transportation (mileage expense allowance provided).
- Must possess and demonstrate the belief that all students have the ability to learn.
- Grooming, personality and character traits that establish a desirable example for students.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Related educational programs, school communities and District policies and procedures.
- Interpersonal communication skills dealing with confidential student and family issues.
- Organizational, assessment and case management skills.
- Community resources.
- Computers and other standard office equipment.
- Reading and writing English communication skills.

**ABILITY TO:**

- Operate standard office equipment including a computer and related software applications.
- Communicate effectively and maintain cooperative relationships.
- Establish and maintain effective working relationships with all levels of district staff, pupils, parents, and community agencies.
- Serve as a positive and enthusiastic role model to students.
- Work collaboratively with families and school staff.
- Maintain confidentiality regarding student and family issues.
- Compile data and prepare and maintain records and reports.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently in a variety of settings.
- Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

ENVIRONMENT: Indoor; school and office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

NOTE: Some positions may require conversational and written skills in a foreign language. Some positions may require working at more than one school site.

Job Code 6110

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