

- I. TITLE: Volunteer Mentor Job Description**
- II. QUALIFICATIONS:**
1. High School Diploma
 2. Skills in human relations and basic oral and written skills.
 3. Ability to work with, assist, tutor students.
 4. Clerical or office experience helpful.
- III. REPORTS TO:** Principal
- IV. JOB GOAL:** To establish positive educational relationships with students.
- V. PERFORMANCE RESPONSIBILITIES:**
1. Volunteer mentor will comply with all district policies and rules and regulations.
 2. Volunteer mentor will be directly responsible to carry out directions given by the teacher, coach, administrator, or other district employee they are working with.
 3. Volunteer mentor reports to the principal who will assign the mentor to the teacher, coach, or other district employee who is responsible for the student the mentor is working with.
 4. The volunteer mentor shall serve as an ambassador for the school district.
 5. The volunteer mentor may not serve as a spokesperson for the district.
 7. The volunteer mentor will report any discipline, behavior problems, or controversial issues to the teacher, coach, or other school employee they are working with.

All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION: Regular and reliable attendance is an essential function of the job.