

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### MENTOR – PROGRAM SERVICES, HIPPY

#### JOB DESCRIPTION

|                  |            |                                     |                                 |
|------------------|------------|-------------------------------------|---------------------------------|
| <b>JOB CODE:</b> | 611312     | <b>BARGAINING UNIT ELIGIBILITY:</b> | Yes                             |
| <b>FLSA:</b>     | Non-Exempt | <b>PAY GRADE:</b>                   | 23                              |
|                  |            | <b>SALARY SCHEDULE:</b>             | Education Support Professionals |

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) National Childhood Development Association (CDA) Credentials or higher, or ability to obtain within twelve (12) months of employment in position.
- (3) Minimum of one (1) year successful experience working with children, preferred.
- (4) Ability to pass the required HIPPY training.
- (5) Valid Florida Driver's License or ability to provide transportation.
- (6) Pediatric First Aid/CPR Certification, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the needs and interest of families from a variety of backgrounds, cultures, and socio-economic levels in the District. Ability to be sensitive to the needs and interests of the targeted community. Ability to relate to and work with students and adults in a positive, professional manner. Ability to establish and maintain effective working relationships with parents, students, staff, and administrators. Ability to communicate effectively both orally and in writing. English and mathematics skills. Ability to provide leadership and serve as a role model. Ability to maintain confidentiality. Ability to role play curriculum with a child. Organizational skills and task-oriented. Ability to adhere to schedules and specific timetables. Ability to follow written and verbal instructions. Knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Knowledge of operation of office and audio-visual equipment.

#### REPORTS TO:

Coordinator – Program Services, HIPPY

#### JOB GOAL

To provide effective assistance and training to the families participating in the HIPPY program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Perform all the functions of the "Home Visitor" as outlined in the HIPPY agreement.
- \*(2) Use the activity packets, props and home visitor guide for each level of curriculum and execute the HIPPY curriculum using the Program Services Mentor's own age-appropriate child or an age-appropriate child with whom they have been granted permission by the child's parent(s)/guardian to execute the HIPPY Curriculum with ("Practice Child").
- \*(3) Make weekly home visits with assigned families to deliver the curriculum.

## MENTOR- PROGRAM SERVICES, HIPPY (Continued)

- \* (4) Instruct parents in the effective utilization of the curriculum by role playing each activity packet each week, and/or guided instruction as assigned.
- \* (5) Serve as a role model for assigned families.
- \* (6) Participate in the planning and orchestration of group meetings, which include role playing the curriculum and the provisions of an enrichment activity.
- \* (7) Participate in weekly in-service training and other staff development activities.
- \* (8) Keep the HIPPY Program Services Coordinator abreast of child/family progress and familial issues and concerns as they arise.
- \* (9) Complete and submit required forms and other documentation as required by the Coordinator and/or HIPPY USA in a timely manner.
- \* (10) Participate in all sponsored HIPPY activities (e.g., field trips, graduations, awards ceremonies, etc.).
- \* (11) Assist the HIPPY Program Services Coordinator in maintaining an efficient record keeping system for participating families.
- \* (12) Promote and encourage family involvement in all aspects of the program.
- \* (13) Preparing materials and equipment for direct instructional activity, including copying, collating, distributing and/or grouping materials to support curriculum activities.
- \* (14) Follow appropriate training and lead small group activities planned by the Coordinator in an atmosphere where parents are actively engaged in meaningful learning experiences.
- \* (15) Assist in maintaining the security of records, materials and equipment.
- \* (16) Assist in assessing student progress as directed.
- \* (17) Perform assigned clerical and bookkeeping duties.
- \* (18) Maintain daily vehicle logs.
- \* (19) Serve on school/district committees as required or appropriate.
- \* (20) Adhere to applicable safety standards.
- \* (21) Attend all staff meetings and workshops.
- \* (22) Be knowledge of and adhere to Board policies and departmental procedures.
- \* (23) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (24) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (25) Demonstrate initiative in the performance of assigned responsibilities.
- \* (26) Demonstrate support for the school district and its goals and priorities.
- \* (27) Exhibit interpersonal skills to work as an effective team member.
- \* (28) Follow attendance, punctuality and proper dress rules.
- \* (29) Maintain confidentiality regarding school/workplace matters.
- \* (30) Maintain expertise in assigned area.
- \* (31) Manage time efficiently.
- \* (32) Model and maintain high ethical standards.
- \* (33) Participate in cross-training activities as required.
- \* (34) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (35) Prepare all required reports and maintain updated and accurate records.
- \* (36) Represent the District in a positive and professional manner.

## **MENTOR– PROGRAM SERVICES, HIPPY (Continued)**

- \*(37) Respond to inquiries and concerns in a timely manner.
- (38) Perform other duties as assigned.
- \*(39) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 03**

Adopted: 9/1/15

Revised: 4/19/16