

Position: Native American Education Program Mentor**Salary Schedule:** Classified**Responsible to:** Native American Program Mentor

Summary:

The Native American Elementary Mento will implement and sustain a school based one to one mentoring program for students TK-6th grade that provides a structured and developmental relationship between Native American youth and school/community personnel. A range of mentoring activities seek to assist children in receiving support and guidance from the school and community, to improve academic success, and preserve the Native American culture.

Primary Duties and Responsibilities:

- Support Native American student academic success in grades TK-6; including monitoring academic progress, and developing strategies for improvement.
- Maintain individual records on each child, including goals and progress.
- Classroom visits with students, including preschool and homework clubs on the Rancheria.
- Maintain various programs that promote school connections (attendance, college links, clubs, etc.)
- Attend and report at Native American Parent Meetings.
- Organize and implement cultural programs and activities for all students TK – 6th grade.
- Attend IEP, Administrative hearings, or Parent/Teacher conferences at the request of parents or teachers.

Minimum Qualifications:

- Enjoy students and challenging situations, and deal with them in a patient manner.
- Motivate and encourage students' participation in appropriate school activities.
- Follow oral and written instructions.
- Establish and maintain friendly, cooperative and effective relationships with all persons.
- Exercise good judgment and react with flexibility, creativity, and sensitivity to changing situations.
- Use correct English usage, spelling, grammar and punctuation.
- Work independently in the absence of immediate supervisor.
- Effectively direct the work of individual students and groups of students.
- Participate as an active team member in a collaborative style.
- Participate in off-site staff development activities.

Physical Requirements:

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

Education / Credential(s) and/or Other Licensure(s):

- Candidates with a Bachelors degree in a related field including but not limited to Counseling, Psychology, Education, Liberal Studies, Cultural Studies, Social work, etc. will be given preference.