



Academy of Las Animas Online

Mission Statement: Serve, Inspire, Nurture, and Develop human potential in the community through a unique, alternative, education experience that will last for a lifetime.

Vision Statement: Successfully graduate students to be productive members of society, through a digital world experience.

JOB TITLE: Greeley Mentor

LOCATION: Greeley Drop-In Zone (2400 W. 16th St., Greeley, CO 80634)

REPORTS TO: Regional Assistant Principal

STARTING SALARY: \$31,300-\$50,344 (Dependent on Relevant Experience)

POSITION SUMMARY:

The role of the Mentor is to be an advisor in the role of recruiting/engagement, retention and re-engagement strategies for online students. This position will work closely with other assigned mentors to recruit, enroll, retain and engage online students. In particular for students that have fallen behind on their weekly engagement sessions or fallen behind on their academic progress and performance. Students that have a relationship with their mentor, built on trust, will have a greater chance of success than any other student would have. This position will be held to a high level of accountability and responsibility for ensuring student success. This means, student engagement, academic success, course completion, retention, wraparound services, dropout prevention and graduation.

DESIRED CHARACTERISTICS:

- **SERVE:** Be accountable for our students, our families, our colleagues, and our community.
- **INSPIRE:** Positively impact students by creating and maintaining a unified culture to help students graduate and become productive members of our community and society.
- **NURTURE:** Be honest and transparent in building relationships with our students, families, community, and our colleagues.
- **DEVELOP:** Support students with educational and social emotional needs in order to promote a growth and learning mindset in all aspects of a whole education.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provide leadership, coaching, and problem-solving at the school and community level to improve the educational experience of our students.
- Identify struggling students in the school through our MTSS process and provide case management services for those students utilizing the tools provided through training and in partnership with the school.
- Facilitate understanding by student and family of school requirements toward graduation and available options for earning a diploma through various supports and options.
- Deliver direct service to students and their families (based on Mentor's qualifications) to eliminate barriers and address challenges affecting educational attainment.
- Work with other Mentors to identify needs across the school and contribute to the conversation around distributing and providing resources to have the greatest impact on student success.
- Attend meetings as required.
- Spend the majority of time in the field assisting students
 - Provide home visits as needed
 - Support students in person at our Drop-In Zone 3 days/week
- Monitor and record student attendance to identify and provide interventions to students who are not actively engaged in school.
- Ensure quality and timely documentation of all interventions provided
- Actively recruit new students through community partnerships and events utilizing ALAO marketing materials
- Proctor STAR and all state assessments dependent on advisory case loads.
- All other duties as assigned.

EDUCATION:

- High School Diploma or equivalent

EXPERIENCE:

- Experience as an online recruiter/student engagement coach is preferred
- Background in online education is highly preferred
- Home visits and family wellness checks experience preferred
- Understanding of student intervention strategies for the online school community
- Has good community connections

SKILLS/KNOWLEDGE/EQUIPMENT

- Strong communication skills (written and spoken).
- Strong strengths-based case management approach.
- Computer skills: email, data management, Internet, Google Suite, MS Word.
- Ability to work and build positive relationships with students, families and school staff.
- Ability to communicate and coordinate with a variety of school and community groups.
- Reliable transportation and willingness to work a flexible schedule.
- Commitment to collaborating and progress monitoring with colleagues and partners to achieve desired outcomes for students.
- Occasional evening and weekend work required