



STUDENT MENTOR – VIRTUAL SCHOLARS

BASIC FUNCTION

Under general supervision of a certified educator, the Virtual Scholars Student Mentor assists educators with the instructional program and goals. The Virtual Scholars Student Mentor will support the instructional services in blended online courses to students. Virtual Scholars Student Mentors will supervise students enrolled in the Virtual Scholars program of blended online classes, support students in effective use of technologies, and work with educators to provide tutoring to students.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Supervise and mentor students in Virtual Scholars classrooms located at program schools “E”
- Assist students with accessing and utilizing the blended online courses technologies. “E”
- Create a quiet, orderly, and clean environment which facilitates instructional needs; monitor student safety and behavior in designated instructional areas; observe and report significant student behavior, behavioral patterns, and problems to the professional educator; implement behavior management programs for student(s) as designed by certified staff. “E”
- Motivate students and work with them to keep them on task and on pace with their blended online courses. “E”
- Provide one-on-one and group support to reinforce the student’s classroom curriculum and instruction. “E”
- Assist educators with calls to parents/guardians regarding student progress and behaviors. “E”
- Assist with maintaining records for students using a variety of technologies and software. “E”
- Perform a variety of classroom associated support work such as sorting, filing, keeping accurate records, and completing forms. “E”
- Participate in team meetings with educators, counselors, and administration to support the implementation of intervention plans that are developed by the educators. “E”
- Perform a variety of clerical duties in support of assigned programs such as maintaining records and preparing reports, distributing mail, assisting visitors, filing materials, answering telephones, taking messages, completing various forms and similar duties. “E”
- Maintain a clean and safe environment in the Virtual Scholars centers and instructional spaces (e.g. school labs, learning centers). “E”
- Follow a flexible schedule to support Virtual Scholars students at program schools and/or Virtual Scholars Centers.
- Assist in other Learning and Credit Option department tasks such as supervision of Credit by Exam assessments.
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Participate in trainings, in-services, workshops and meetings related to assigned activities. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Employees in this classification provide direct support to students, parents, professional educators in matters relating to the use of online blended learning technologies, and provide tutoring and mentoring support.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of child adolescent behavior and development.

Conflict resolution techniques.

One-on-one and group facilitation techniques.

Oral and written communication techniques.

Report writing and recordkeeping methods and techniques.

Operation of a variety of office technology including a computer and assigned software.

Ability to:

Work with K-12 students from diverse backgrounds.

Build rapport, mentor and guide children and adolescents.

Monitor and report on individual and group student plans and progress.

Model positive behaviors with enthusiasm, humor, dedication, passion, and patience.

Learn, apply and explain policies and objectives of programs, school, and District programs and activities.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain confidentiality and demonstrate discretion, initiative and good judgment.

Operate a variety of office machines, technologies and software including web-based instructional tools such as Canvas LMS, G-Suite (Google), and web facilitation tools such as WebEx, Join.Me, and Google Hangouts.

Education and Training:

Two (2) years of college-level coursework in Education, Counseling, Psychology, Sociology, Criminology, Social Work or related field is required.

Experience:

One (1) year of experience working with children and/or adolescents to effect positive academic, social and/or emotional life-skills behaviors, and/or mentorship or tutoring is required. Experience serving the needs of a richly diverse student and community population is highly desirable.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Some positions in this classification requires the use of a personal automobile and possession of a valid driver's license.

Some positions in this classification may require variable work hours including evenings and weekends.

Some positions in this classification may require the ability to read, write and speak in a language other than English.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office setting, on a school campus environment and occasionally a community setting with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office, school campus or community setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying school equipment, supplies and materials weighing up to 30 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt

Bargaining Unit: Portland Federation of School Professionals

Salary Grade: PFSP, Appendix 1

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P