



JOB DESCRIPTION

Job Title	Academic Mentor
Department	Teaching and Learning
Reports To	Director of Student Services
Classification	Classified
Location	
Salary	
Length of Contract	Time Carded

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Academic Mentor provides weekly guidance and assistance to individual students who are struggling academically.

Essential Job Functions

- Provides weekly assistance and guidance to individual students who are struggling academically.
- Confers with school counselors and teachers on development, needs, and progress of the students.
- Establishes and maintain good communication and a friendly rapport with students while working effectively and cooperatively with students, staff, administration, and families.
- Maintains accurate records of interactions with students and staff.
- Maintains confidentiality of student information and materials.
- Motivates students and builds student self-esteem through positive relationships.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Two years of recent work experience with high school-aged students in an educational setting.
- Possession of minimum of associate degree or 48 credits from an accredited higher education institution.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience providing reading and/or math supports.
- Experience working with students in at-risk situations.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of adolescent development stages.
- General working knowledge of standard office equipment.
- Dedication to the mission, vision, and strategic goals of the Eau Claire Area School District.
- Ability to recognize the individual needs of students.
- Ability to be reliable, accountable, energetic, caring, and patient.
- Ability to be organized and self-directed.
- Ability to use mature judgement in all situations.
- Maintains a sense of humor, positive attitude, and a supportive approach with students.
- Willing to be flexible in assignment and be a creative problem solver with critical thinking skills.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.