

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**FLOW MENTORING PROGRAM ASSISTANT – 11 MONTH**

**POSITION:** FLOW Mentoring Program Assistant

**REPORTS TO:** Coordinator of Special Programs

**LOCATION:** Office of Strategic Planning and Communications

**ESSENTIAL FUNCTIONS:**

- Coordinate the system-wide mentoring program;
- Build a reputation for quality and effectiveness for the mentoring program;
- Work closely with other departments and organizations to maximize services to students; and
- Make use of the latest knowledge in the field of mentoring for continuous program improvement.

**DUTIES AND RESPONSIBILITIES:**

- Manage and delegate appropriate responsibilities to mentoring program site leaders;
- Assist with selection and training of staff;
- Represent FLOW (Future Leaders of the World) program in the community;
- Communicate with school personnel, families, referral agencies and other organizations on behalf of program;
- Stay current on all mentor screening issues and techniques;
- Ensure that the screening process for mentors is fully and effectively implemented;
- Ensure that mentoring staff meet program operational goals;
- Ensure that program services are carried out;
- Identify, implement and coordinate a variety of recruitment methods to increase the number of mentors;
- Create and deliver presentations to service clubs, corporations and community groups;
- Lead mentor orientation and training sessions;
- Develop new relationships with groups and companies, individuals, schools, etc. that are potential sources of public relations mentors (graphic artists, poster designers, writers, media professionals, marketing experts, etc.);
- Manage evaluation data collection;
- Compile monthly data into an operational summary;
- Provide data for reports required by the Local Management Board and other funding agencies, and those needed by the FLOW Project Director and various school departments;
- Assist in other programmatic functions as required, such as special events, to support the mentoring program;
- Identify, evaluate and propose solutions to program areas that need special attention; and
- Other duties as assigned.

**QUALIFICATIONS:**

- Graduated from a standard high school or possession of a state high school equivalence certificate;
- Associate degree or higher preferred;
- Three (3) years of experience working with students in a school setting such as teaching or paraeducator experience preferred;
- Thorough working knowledge of office technology, including office equipment and software;
- Possession of outstanding human relations and interpersonal communications skills;

- Pass criminal background check as required by the State of Maryland; and
- Working knowledge of best practices in mentoring and experience leading a mentoring program desirable.

**TERM OF EMPLOYMENT:**

Full-time eleven-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven hour employees – Range 17.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP