



## ***Position Description***

**Position Title:** Master Teacher/Mentor/Volunteer Coordinator

**Reports to:** Campus Principal

### **Primary Duties & Responsibilities:**

- a) Insures that the learning environment is
- b) maintained at the mentor lab. Supports
- c) the volunteer mentors with the necessary
- d) resources to be effective with the mentees.
- e) Manages mentor visits on a weekly basis
- f) and submits weekly reports to the V.B.E.C. staff.

### **Specific Duties:**

- a) Maintains daily attendance roster for mentees.
- b) Records mentor visits for each instructional day.
- c) Supervises & distributes daily lesson plan to each mentee.
- d) Provides mentor training on a continuing basis.
- e) Communicates with core academic instructors on mentee's progress.
- f) Works with V.B.E.C. staff to evaluate the progress of the overall program.

**Experience Required:** Classroom Teacher

**Certification(s):** Texas Education Agency – Classroom Teacher