**Success Mentor Site Coordinator/Lead Description**

The Site Coordinator will be the principal’s designated point person for organizing the Success Mentor program. The goal of a Success Mentor program is to support students’ success in school by matching chronically absent students with Success Mentors, holding weekly data review meetings, building stronger connections with youth and family support and service organizations, and engaging in proactive efforts to encourage regular attendance among all students.

The Site Coordinator will work with school leadership and the District Captain to ensure identification of students to include in the program, mentor recruitment, mentor training and support, and mentor/mentee matching and engagement. The Site Coordinator will work with school leadership and the District Captain to establish a means for regular access to chronic absenteeism data at both the building level and among the Success Mentors, as well as help facilitate the weekly data review meetings. The Success Mentor Site Coordinator will maintain regular communication with mentors as well as the school Principal and District Captain. The Site Coordinator will also check in with mentors, students and parents/caregivers/families regularly to ensure that mentoring relationships are on track.

**Essential Functions/Responsibilities**

* Support identification of students who are chronically absent and a good fit for the Success Mentor program.
* Coordinate the recruitment and training of Success Mentors.
* Provide regular communication with Success Mentors and support volunteer Success Mentors with guidance, training, and materials.
* Establish means for Success Mentors and mentees to report on their progress, flag any issues that require the attention of the Principal, and share their insights as to why students are chronically absent.
* Assist Success Mentors to identify supports and resources for their mentees as needed.
* Work with Principal and district to establish regular flow of chronic absenteeism data at the building level and to Success Mentors.
* Facilitate weekly data review meetings that will examine both school and grade level trends in attendance and the attendance improvement of students with Success Mentors. Establish means for Success Mentor insights to be shared at the weekly meeting.
* Help provide orientation sessions to ensure school staff, community members and parents are knowledgeable about the Success Mentor strategy.
* Maintain communication with the school district’s Success Mentor Captain including keeping him/her informed of progress or needed supports as well as relaying information from the district to Success Mentors, the principal led team overseeing attendance, and other stakeholders, as needed.
* Distribute and collect Success Mentor paperwork on a timely basis.

**Required Knowledge, Skills, and Abilities:**

* Strong understanding of community assets, resources, and needs.
* Passion for supporting student success and family engagement.
* Creative, responsible, organized, flexible, and self-motivated.
* Comfortable with using and examining data.
* Strong written and oral communication skills.
* Energetic and engaging.
* Consistently strives for excellence while incorporating innovative ideas and best practices.
* Knowledge of youth development, relationship building, and training fundamentals a plus.

**Required Academic and Experience Qualifications:**

* Associate degree required, bachelor’s degree or higher preferred.
* Experience working in partnership with agency and community based partners preferred.
* U.S. citizen or lawful permanent resident alien.
* Must submit to and successfully pass a National Sex Offender Public Registry check.
* Must submit to and successfully pass a state criminal background check administered by the school system.

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