

# LOS LUNAS SCHOOLS POSITION DESCRIPTION

## **TITLE: Student Mentor**

### **MINIMUM QUALIFICATIONS:**

1. Be a senior at a Los Lunas Schools' high school
2. Minimum Cumulative GPA of 2.7 or higher
3. Complete and pass a background check

**OVERVIEW OF JOB DESCRIPTION:** To provide high school seniors with an employment experience to work with students who have been diagnosed with an Intellectual Disability, Autism, and/or Multiple Disability.

### **PERFORMANCE RESPONSIBILITIES:**

1. Follow local, state and federal law and adhere to Public Education Department and Local School Board Policy.
2. Spend at least one hour per day with the Mentee.
3. Maintain confidentiality of student information.
4. Serve as a role model, exhibiting enthusiasm, motivation, and involvement.
5. Exercise good judgement in representing Los Lunas Schools.
6. Model appropriate skills and behaviors.
7. Attend and participate in scheduled orientations and trainings.
8. Maintain timely and consistent correspondence with assigned Mentee.
9. Demonstrate compassion, patience, flexibility, and motivation.
10. Adhere to timelines and job performance expectations.

**REPORTS TO:** School Site Principal

**TERMS OF EMPLOYMENT:** Work year will be in accordance with current student calendar. Mentor will be paid on a time card at minimum wage.

**EVALUATION:** Performance of this position will be evaluated annually

**PHYSICAL LEVEL RATING:** This position will require the employee to function at a "medium" physical capacity as defined by Workman's Compensation statutes. "Medium" physical capacity indicates the ability to lift up to 50 pounds occasionally or up to 25 pounds frequently.

**PHYSICAL REQUIREMENT DETAILS:**

**WORK ACTIONS:**

Finger dexterity F  
 Sitting F

Standing F                      Walking F

**REPETITIVE MOTIONS:**

Hand:                      right F                      left F                      both F  
 Foot:                      right F                      left F                      both F  
 Grasping: hand                      right F                      left F  
 Fine manipulation:                      right F                      left F

**USE OF HEAD AND NECK:**

Static F                      Flexing F                      Rotating: F

**WORK POSITIONS:**

Bending F                      Squatting F                      Crawling R  
 Climbing R                      Reaching F                      Vision C

**ACTIVITIES:**

Unprotected Heights R                      Driving Automotive Equipment O  
 Around machinery O                      Temperature extremes O  
 Noise and vibration F                      Hazards R  
 Dust, Fumes, Odors, Chemicals R

**BALANCE AND COORDINATION:** C

Definitions:    R = rarely = 1% to 9% of a 7-hour day  
                     O = occasionally = 10 to 33% of a 7-hour day  
                     F = frequently = 34% to 66% of a 7-hour day  
                     C = continuously = 67% to 100 % of a 7-hour day

  
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 Superintendent's Approval

3/29/22  
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 Date