

Mesa United Way

MESA K READY FAMILY MENTOR / PROGRAM ASSISTANT Part-Time, Non-exempt

JOB DESCRIPTION

Classification Responsibilities: A Mesa K Ready Program Assistant works closely with the Mesa Public Schools (MPS) Program Coordinator to assist students and families regarding all components of the Mesa K Ready program (i.e., academic, enrichment, and social-emotional). Duties include: calling and connecting with all participating families to ensure parents are making progress with the on-line curriculum, attending Parent University classes and enrichment activities and asking if they need any social support services and notification of upcoming events; scheduling pre/post screening tests of children; assisting with the recruitment and pre-registration process. In addition, the Mesa K Ready Program Assistant will create resources and project documentation and lessons for implementation of the Mesa K-Ready project for families; assist with supervising the “Open Lab” sessions, including assisting parents on how to teach their children regarding kinder readiness skills; help with the onboarding process for families and facilitate ongoing support; work closely with City of Mesa (COM) and Mesa Public Schools staff to coordinate the distribution of devices and training needed to access the content of Miss Humblebee’s Academy; help administer the pre-and post-readiness screeners and the ongoing data collection of student achievement data throughout the program; maintain weekly communication logs with families and maintain frequent communication with Mesa K Ready Teacher Advisors, AmeriCorps staff, and MPS Program Coordinator; work with the COM enrichment staff to communicate and track attendance to enrichment events; attend enrichment activities; connect families with social support services; communicate with Mesa United Way and food bank for additional family resources and food supplies; maintain documentation and reports; help with home visitations, as needed; attend staff meetings and professional development and training. An employee in this class must be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of assigned tasks.

QUALIFICATIONS

Minimum Qualifications Required. A minimum of 60 college credits and/or AA degree. Good (1 – 3 years) experience working with children, preferably in an Elementary environment. Experience working with Microsoft Word, Excel, PowerPoint and Publisher.

Special Requirements. Must possess a valid Arizona Driver’s License by hire date.

Preferred/Desirable Qualification. Bilingual (Spanish/English) skills.

ESSENTIAL FUNCTIONS

Communication: Communicates in person, over the phone, via email and written correspondence with the general public, other City employees, management and MPS employees in order to provide information and explain all components of the Mesa K Ready program, including academic, enrichment, and social-emotional as well as answers any questions or concerns related to the program. Communicates with Mesa United Way and food bank for additional family resources and food supplies. Communicates frequently with Mesa K Ready Teacher Advisors, AmeriCorps staff, MUW staff, and

MPS Program Coordinator regarding the program. Compiles communication logs and reports to summarize or document program activities by using standard procedures for report preparation.

Manual/Physical: Operates a keyboard and uses a suite of applications within Microsoft Office (i.e., Outlook, Word, etc.) to produce correspondence and reports to support materials used for Mesa K Ready Program. Designs concrete lesson plans that follow and include EEI. Enters information into PC and maintains clerical records of department activities to provide documentation of work performed or information that can be easily retrieved. Proofreads initial copy, edits as necessary, and reproduces documents using copy equipment or other reproduction techniques. Operates common office equipment such as a PC and copier. Creates filing systems to provide easy access to records. Maintains weekly communication logs. Operates a motor vehicle requiring a standard Arizona Driver's License to do home visits. Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written materials. Composes routine correspondence. Compiles simple statistics for daily, monthly, and annual reports. Understands educational curriculum.

Knowledge/Skill/Abilities:

Knowledge of:

business English, grammar, spelling, and arithmetic;
modern office practices, procedures, and equipment;
departmental policies, procedures, and regulations;
recordkeeping practices;
effective techniques for using the telephone and public contact; and
PC software applications.

Skill in operating standard office equipment including PCs and copiers.

Ability to:

communicate with the general public, other City employees, management, MUW and MPS employees tactfully and courteously;
respond accurately and timely to public inquiries and present a positive public image;
follow oral and written instructions;
clearly organize written communications;
work with families and children to explain educational curriculum;
maintain complete and accurate records and files;
independently perform assigned tasks effectively;
assist at enrichment activities and other special events related to Mesa K-Ready (could be weekend or evening events), etc.; and
establish and maintain effective working relationships with the general public, other City employees, management, MUW employees and Mesa Public School employees.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change.

This position is hired by the Mesa United Way funded by the Mesa K-Ready fund and is subject to funding. Please see additional form.

The position reports directly to Mesa United Way CEO and is supervised daily by the Mesa Public Schools Program Coordinator.

This position is part-time, up to 25 hours / week and is non-exempt.

Hourly Rate: \$15/hour

Please send a resume and cover letter to Elizabeth Mullavey at Mesa Public Schools via email: elmullavey@mpsaz.org.