

Big Brothers Big Sisters of Metro Milwaukee, Inc. Position Description

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| Position Title: | Mentoring & Education Coordinator (Elementary) |
| Reports To: | Manager of Program Services |
| Department: | Program |
| FLSA Category: | Exempt |
| Date Approved: | May 2023 |

POSITION SUMMARY

The **Mentoring & Education Coordinator (MEC)** is a member of the Program Team with a focus on MentorYOU, a group facilitated social emotional learning program delivered to elementary students. The MEC is responsible for curriculum development, classroom facilitation, school partnership development, and implementation of the Social Emotional Learning framework.

The MEC utilizes the universal program of SSIS Social Emotional Learning Curriculum in a group facilitated classroom setting. Additionally, the MEC must adapt, integrate, and create original equitable social emotional learning activities that reinforce the SSIS program to provide students the ability to learn and practice the five social emotional learning competencies (Self-Management, Self-Awareness, Social-Awareness, Responsible Decision Making, and Relationship Skills). In addition, MentorYou's model provides engaging activities in the classroom that promote, practice, and encourage the students' growth, development, management, and awareness.

The position reports directly to the Manager of Program Services and works independently, as well as an active member of the education team. This position is required to meet annual program goals, deliver positive student outcomes, and build and maintain strong school relationships.

QUALIFICATIONS
Education

- Bachelor's degree required in elementary education, community education, psychology, counseling, human services, or a related field.
- Comprehension and/or certification in Social Emotional Learning Framework required.
- Knowledge of youth mental health preferred.

Experience

- At least two years of implementing educational elementary programming and/or teaching a classroom of students (urban elementary preferred).
- Knowledge and experience related to ensuring child safety is required.
- Additional experience in social emotional learning approaches
- Experience with populations in multi-cultural and varied socio-economic communities.

Competencies and Skills

- Bilingual in Spanish highly preferred.
- Effective group management skills of elementary students.
- Outstanding presentation and facilitation in a classroom setting.
- Exceptional communication skills – both written and oral; presents information in a clear and inspirational manner. Comfortable and effective at public speaking.
- Understanding of classroom management practices and implementation.
- Ability to develop strong relationships and collaborations Flexible and ability to respond to the needs and changes of students, staff, families, and school environments.
- Knowledge and understanding of children and families of diverse backgrounds and experiences.
- Ability to craft SEL lessons and activities through an equitable lens.
- Outstanding organizational and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with excellent attention to detail.
- Ability to maintain confidentiality throughout daily operations and communications.



- Strong attention to detail and organizational skills necessary to successfully manage varying programming functions, students, and school partnerships.
- Positive attitude, mission-driven, self-directed, and committed to working collaboratively.
- High level of proficiency in Microsoft Office; including Word, Outlook and Excel; comfortable learning new programs and willing to embrace our need to incorporate technology.

Responsibilities

- Ensure high-level proficiency in applying child safety and risk management knowledge, policies, and procedures throughout all aspects of job function and compliance with national BBBSA Standards for Program Delivery.
- Deliver high quality teaching, instruction, planning, and implementation of SSIS curriculum that primarily aligns with an academic calendar.
- Develop lessons and activities that are engaging, equitable, reflect the five SEL competencies, and encourage the students.
- Analyze, understand, and manage data from SSIS assessments to execute lessons and activities that support the needs of the students.
- Build and maintain strong relationships with school staff.
- Create two-way partnerships with collaboration, shared ownership of outcomes, and clear expectations of deliverables from BBBS and the school partner.
- Foster strong relationships and build trust with students.
- Maintain high standard of punctuality, organization, and time management.
- Provide ongoing and proactive communication with school staff, administration, and families to increase engagement.
- Facilitate and manage an elementary classroom. Adapt and modify lessons and activities as deemed necessary.
- Understand and align to each teacher's classroom expectations of the students and implement activities and curriculum that are individualized and align with each teacher's expectations.
- Seamlessly transition students from the SEL activity back to their teacher and regular classroom instruction.
- Engage in ongoing professional development of Social Emotional Learning research and education and other relevant or required trainings.
- Achieve monthly and/or annual goals including number of students served through SSIS, ensuring 80% of students are at Competent + Advanced Levels, and evaluating the emotional behavior assessments to monitor interventions.
- Collaborate with colleagues and various teams throughout the organization to achieve agency goals.
- Assist in completion of grant deliverables as needed.

This is an exempt position requiring a minimum of 40 hours per week and primarily operates throughout an academic year. Must be available to support program events in the evenings and occasional weekends as deemed necessary. Other tasks may be assigned, based on business needs and the department supervisor's request or the CEO.

Agency Requirements

Physical Demands

The physical demands at BBBS are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Performing the essential responsibilities of this job, the employee is regularly required to sit, operate computers and other office equipment, complete filing tasks and use written and oral communication skills. The employee may be required to transport or move up to 20 pounds.

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color,



religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability. BBBS operates under an Affirmative Action Policy.

Travel

The employee must have a valid driver's license and the ability to travel within the community we serve throughout nights and weekends with full time access to an automobile and automobile insurance in the amount required by the state of Wisconsin.

Work Expectations

Employee must be able to view differences between individuals (race, gender, age, cultural heritage, physical ability, education and lifestyle) as an asset and demonstrate an appreciation of the JEDI within Big Brothers Big Sisters and the youth served by the agency.

Maintain professional development, as time and budget permits, through staff development courses, professional organizations, seminars, and reading of professional literature. Utilize BBBSA network to access and research best practices.

Each year the agency holds events that typically fall after normal office hours. These events may be mandatory for all staff. For scheduling purposes, you will be notified of the dates as early as possible. These events may include but are not limited to the following:

- Bowl for Kid's Sake; January – May
- BIG Gala; early November
- Golf Classic; early August

As an employee of the Big Brothers Big Sisters Team, you may be required to attend other agency related activities, meetings and events as deemed necessary.

The above statements reflect the essential responsibilities and competencies considered necessary to achieve BBBS's Agency goals. Other tasks may be assigned, based on agency needs at the request of the department's supervisor.