

# CARE Mentoring Program

## Mentor Job Description

The most important part of being a CARE Mentor is to keep your commitment to meet with your student weekly as scheduled, for the entire semester, and to work toward developing a positive relationship with your student, building trust and encouraging the student to recognize his or her own potential.

1. The mentor meets with his/her student a minimum of one hour/week on the school premises, during school hours to assist the student in achieving the academic and/or social goals defined by the teacher.
2. The mentor makes a commitment to participate until the end of the semester and to keep appointments with the student as agreed. If an appointment with the student cannot be kept, the mentor will notify the teacher.
3. If the mentor is or will be absent for a prolonged period of time, we recommend that the mentor stay in contact with his/her student's teacher.
4. Mentors are asked to participate in the Mentor Training that is offered at the start of each semester.
5. The mentor keeps accurate records of the time spent with the student by signing the time sheet for each visit at school
6. The mentor communicates with the teacher as needed about the student's progress and notifies them of any problems or concerns they have.
7. If the mentor suspects child abuse or neglect, he or she must contact the school counselor. Necessary steps will then be followed if a report must be submitted. The counselor will follow up within the school.
8. If the mentor finds that he/she cannot keep the commitment to meet regularly with the student, they must notify the CARE Coordinator as soon as possible so that a final meeting may be made with the student for closure.
9. School dress codes apply to mentors while they are on school grounds.
10. All students are required to return an Internet Release Form to his/her teacher at the beginning of the school year. Please do not use the Internet if your student did not bring back this release.
11. Gifts: If you choose to bring gifts to your student, please be discreet and choose appropriate items. Put them in the student's cubby or backpack before they return to class. Remember that the most important gift you can give you student is your time!
12. Off-Campus Policy: CARE Mentoring Program is a school day, school year program. Supervision of Mentors is provided within these times. No Mentoring meetings are permitted off-campus during the school day. This is to better protect you as a mentor and the welfare of the program.

**If you have any questions or concerns, please contact the School Counselor**