

POSTING: MENTOR TEACHER – MENTEE PROGRAM COORDINATOR



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The Utica City School District announces the following vacancy:

MENTOR TEACHER – MENTEE PROGRAM COORDINATOR

RESPONSIBILITIES:

- Plan and schedule program activities, including conferencing, classroom observations and mentor training
- Conference with mentors and mentees on a regular basis, during school hours, as well as after school hours
- Work with the Chief Human Resources Officer when necessary to adjust mentor-mentee pairings
- Coordinate paperwork required for mentors and mentees
- Provide support and procure necessary resources for mentors and mentees
- Complete SED reporting requirements.

Effective: 2024-2025 School Year

Salary: \$3,000

Qualified applicants must submit a letter of interest and a resume by the close of business on June 3, 2024 to internalposting@uticaschools.org.

SEK/ic
5/20/24