**Colorado UpLift Job Description**

**Job Title:** Teacher/Mentor - Practitioner

**Department:** UpLift Program

**Reports To:** Site Operations Manager

**FLSA Status:** Exempt

**Date Modified:** September 1, 2020

**SUMMARY**

This position is responsible to work with a team to build long-term life-changing relationships with urban youth through after-school mentoring and classroom instruction in character, leadership, and life-skills. The position reports to the area Site Operations Manager, and is responsible for the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Establishes and builds trusted mentoring relationships with all students in caseload with the goal of producing positive, life-changes in urban youth and build community leaders.
* Teaching the pre-developed UpLift curriculum and manage the classroom professionally in accordance with the UpLift standards after a training period of 6 months and supporting the school district educational needs.
* Participate, be attentive and present, and arrive on-time to meetings, classes and other organization-sponsored activities/events. Participate and lead in bonding activities consistently with caseload of students. Engage as an integral part of the area team to support the mission and vision of the organization.
* Organize and plan time effectively to be fully prepared to teach classroom lessons, checking emails in a timely manner, and communicating effectively with teammates.
* Handle administrative tasks and record-keeping with strong accuracy related to grading and reporting in consistent and timely manner. Complete Sales Force database entries related to engagement with student contact/activities on a consistent basis with accuracy.
* Serve as positive and inspirational role model and leader for UpLift students by demonstrating behaviors, actions, and skills that accurately represent the UpLift values, character qualities, and mission.
* Responsible for reporting to work as assigned, keeping in line with Colorado UpLift’s attendance policy and professionally represent UpLift at school site visits, donor and fundraising events, community service projects, and other UpLift events or functions.
* Responsible for engaging in the UpLift Development Model with self and students (Challenge, Support, and Accountability by owning, engaging, and practicing). Engage in ongoing personal and professional learning and education. Maintain professional community-based, school district, or donor relationships.
* Professionally and promptly fulfill all other duties and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Shows a passion and commitment to UpLift vision/mission and can relate to, build relationships with, and interest in mentor urban youth. Also, possesses superior interpersonal skills to work effectively with a wide variety of personality types. Must have the ability to thrive in a team environment.
* Ability to organize and deliver lesson plans and deliver the basic UpLift curriculum in a team teacher environment as well as having the ability to learn and teach new skills.
* Computer skills including MS Office Suite (Word, Excel, Power Point), Google Docs, Outlook Email/Calendar, Salesforce, and various communication and online teaching platforms (such as Zoom, Teams, Web-X, Infinite Campus, etc.)

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) plus two years of experience in a coaching/mentoring capacity, or Associate’s or Bachelor’s degree in education.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Bilingual in Spanish and English preferred.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver License, clean background check, and proof of current auto insurance. Must have CPR certification within six months of hire.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must regularly lift and /or move up to 25 pounds and may occasionally be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and may be either in the classroom or during other mentoring activities (such as being in the mountains hiking, biking, or rafting, swimming with students, snow skiing, driving the UpLift 12-person vans, or any other types of company-sponsored activities that create an diverse work environment). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is anywhere from quiet to loud depending on the specific work situation.

**TRAVEL**

Local to central office, to community-based organizations, to the designated school, and other locations around the Denver Metro area and drive within mountain terrain. Additionally, may have the opportunity to travel out-of-state or out-of-the country when engaging in after-school mentoring activities or trips.

**HOURS AND AVAILABILITY**

Staff members must be available Monday through Friday until 5:00 pm for various classroom related activities. Also, it is probable that there will be a need for consistent availability for after-school mentoring activities 7 days a week at various hours depending on the activities or needs of the students. Although there is a great deal of flexibility needed, the organization also recognizes the need for a strong work-life balance and will work with employees to ensure that the workload is effectively shared to provide for enough time off.

**COMPLIANCE**

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. Colorado is an at-will state and an employee can quit or be terminated at any time, for any reason. UpLift is also an equal opportunity employer and does not discriminate based on race, color, religion, age, sex, national origin, disability or veteran status and relies heavily on organizational business needs on personnel decisions.