



Academic Year 2018-2019

Academic Mentor

Reports To MAS (Mentoring and Academic Support) Head teachers, Dalia Stewart or Nelia Correa Patrick.

Hours

Meet weekly on Wednesdays and Thursdays from 3-5 (4 hours weekly total)

Job Overview: Meet with a middle school student, or a group of students of not more than three to assist with homework completion by helping students understand the task, or any other concepts needed.

Responsibilities and Duties

- Arrive on time and be ready to assist students to complete homework
- Text or email Dalia or Nelia if absent or late.
- Make sure students understand the information themselves. Don't give answers to students.
- Ask for assistance if you can't handle a student or need help with the material being reviewed.
- Demonstrate appropriate technology etiquette. Don't use cell phones in front of students unless using to assist with homework.
- Make sure to leave the space used as found and put away any materials used.

Qualifications

- Pass a CORI check
- Maintain a professional demeanor when interacting with team mentors, students and supervisors
- Strong oral and written communication skills required
- Sensitivity to needs of students with confidential information
- Reliable
- Experience working with a diverse (learning style, culture, etc....) group of middle school students
- Team player
- Strong organization and time management skills
- Sense of humor
- Ability to deescalate a stressful/difficult situation and know when to ask for help
- Knowledge of basic middle school math, science, reading and writing skills.
- Preferably Spanish-English bilingual. However not a requirement.
- Willingness to learn along with students if needed.

PLEASE NOTE:

Student Must Qualify for Federal – Work Study in order to be officially hired. Please contact the Financial Aid Office at 781-239-2600 or cmoreno@massbay.edu to confirm your eligibility for Federal Work-Study. Students who begin working without having completed all required documents WILL NOT BE PAID for those hours worked.



Contact Information

Email or text is the best ways to communicate with us.

Dalia Stewart 774-232-2888 dstewart@framingham.k12.ma.us

Nelia Correa Patrick 508-308-0217
ncpatric@framingham.k12.ma.us

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