



The School District of Lee County

Job Description

JOB TITLE: Exceptional Student Education Peer Mentor Club Sponsor

FLSA STATUS:	Exempt	PAY GRADE:	Supplemental
SALARY SCHEDULE:	Instructional	JOB CODE:	Supplemental
BARGAINING UNIT:	TALC	DAYS PER YEAR:	Supplemental
WORKER'S COMP CATEGORY:	8868 - School Professionals		

MAJOR FUNCTION:

Coordinate school-based opportunities (through club participation and membership) for positive social interactions and create a circle of friendship between students with disabilities and non-disabled peers.

MINIMUM QUALIFICATIONS:

- Valid Florida teaching certificate.
- Current employee of the School District of Lee County.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Interpersonal skills.
- Ability to relate to and inspire confidence in students.
- Knowledge of and experience with organizing student activities and events.
- Organizational, leadership, and managerial skills.
- Oral and written communication skills.
- Ability to lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Designated Supervisor or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Provide coaching, mentoring, and support to disabled and non-disabled students.
- Review available Individualized Education Plans (IEPs) or 504 plans for any students with disabilities to identify potential barriers for successful participation and, with appropriate personnel, address potential barriers.
- Seek out information from school or District specialists if additional information is needed to ensure successful participation (e.g., if student uses assistive technology for communication).
- Facilitate training opportunities for peers who need instruction in mentoring or understanding disabilities.
- Collaborate with club sponsors from other sites.
- Facilitate school-wide communication, in a variety of ways, related to the club in order to increase membership.



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- Responsible for all correspondence to be advertised or published related to the club.
- Responsible for direct day-to-day supervision of club and club-related activities.
- Serve as a liaison between faculty, administration, students, and the community.
- Conduct regularly scheduled meetings with students.
- Work with administration to ensure school/District policies pertaining to monies are followed if there is a school-based account for ESE Peer Mentor Club activities.
- Confer with administration on any ESE Peer Mentor Club initiatives prior to implementation.
- Assist in arrangement of transportation, chaperones, security, custodial help, and assistance in all ESE Peer Mentor Club-related activities in-county and out-of-county.
- Ensure the need for specialized transportation is identified and appropriate arrangements are made in advance of scheduling activities that require transportation.
- Ride the activity bus to and from activities, staying until the last student leaves from that activity.
- Responsible for the care, cleaning, and securing of all school and District property used during ESE Peer Mentor Club activities.
- Report all accidents/injuries to the school-based administrator.
- Adhere to District policies and procedures; abide by and enforce School Board policies on tobacco, alcohol, and drugs.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.



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OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	30%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	10%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	70%



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<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

JDE NUMBER: S-35.69

BOARD ADOPTION: 7-31-18

REVISIONS: COMPENSATION & LABOR RELATIONS WILL COMPLETE

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Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.