

Job Title:	Bilingual University Mentor	Department:	California School of Education (CSOE)
Job Code:		Reports to:	Program Director, CSOE/TESOL/BLA
Labor Grade:		Classification:	

Position Summary:

BILA University Mentors are dedicated professionals who work closely with DSP Master Teachers to help candidates become successful teachers. They provide support, guidance, instruction, and coaching to candidates via LMS and VMS. University Mentors understand the goals and procedures of the professional education program and are willing to share expertise, best practices, and pedagogy with candidate.

Minimum Qualifications:

Education: Bachelor's Degree from an accredited four-year college or university; hold a valid California teaching credential that authorizes them for the subject and services they are providing.

Experience: Have a minimum of three years of successful K-12 teaching experience; be recognized by the site principal as an effective teacher (including literacy instruction in the content areas) who has potential for, or demonstrated competence as, a cooperating teacher.

Certifications, Licenses, etc.: None

Skills:

- Proficient computer skills, including proficiency with Microsoft Office programs, especially SharePoint, Excel; Adobe; CX, CampusNexus, Feith, Cognos or similar databases.
- The ability to work independently and be self-motivated.
- High level of accuracy and attention to detail and the ability to problem solve.
- The ability to explain complex requirements in clear and concise terms
- The ability to be flexible with workflow to meet the needs of the department and students and to manage multiple tasks per required deadlines
- The drive to encourage, direct, hold accountable and guide candidates toward task completion.
- Must demonstrate the ability to work as an effective team member and develop trusting relationships with students and Alliant employees, as well as the Registrar's Office and various academic departments.
- Sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse background
- Highly motivated, focused and results oriented
- Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality always
- Maintain composure under high stress conditions
- Ability to be optimistic, positive and supportive in all interactions with others
- Collaboration and partnering with other university stakeholders to support candidate success
- Ability to make administrative/procedural decisions and judgments.
- Ability to investigate and analyze information and draw conclusions.
- Ability to develop and deliver presentations.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Skill in developing policy and procedure documentation.
- Employee development and performance management skills.

Duties & Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Knowing and implementing co-teaching strategies
- Providing guidance and support to the candidate via LMS and VMS
- Sharing with candidate the use of student assessment data to inform instructional practices

- Providing effective teaching and management strategies
- Helping candidate make connections between course assignments, classroom practice, and student learning
- Providing Best Practices
- Guiding candidates to develop standards-aligned lesson plans
- Conducting annotated observations via Insight Advance (VMS)
- Providing resources and instruction on how to meet the needs of diverse learners
- Providing resources and instruction for a diverse, democratic, and socially responsible environment
- Perform other related tasks, duties and responsibilities as required, assigned or directed

Supervisory Responsibility:
Direct Reports: Program Director

Indirect Reports: None

Contact Responsibility:
Internal: Interacts with Program Director

External: Interacts with prospective students and DSP to provide advice and support

Primary Work Location, Hours & Travel Requirements:
Office Location: Virtual

Work Hours: Standard office hours, occasional evenings or weekends may be required

Travel: Occasional

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work environment is in a standard office setting. Frequently exposed to low to moderate noise, various odors, temperature changes, and equipment with moving parts, including but not limited to computers, phones, printers, and other standard office equipment

Physical Requirements:

Ability to execute those physical activities required to perform the essential functions including, but not limited to, regular sitting and being mobile; continual communicating both in person and on the telephone; regular keyboarding; regular reading of both print and digital material; and all other activities required to perform essential functions.

Compliance:

- Responsible to perform all work in a manner that complies with the organization policies, applicable regulations, applicable standards of professional performance, or other recognized laws or requirements as these policies, regulations, standards, laws or requirements relate to the position.
- Responsible to participate and support in the organizational compliance activities and to take appropriate action in reporting issues related to compliance.
- Responsible to perform all duties and responsibilities in a manner that complies with the Alliant International University Mission, Values, and Pillars, if applicable.

Last Updated By:

Date/Time:

This job description is intended to describe the general nature and level of work being performed by the person assigned to the position. It is not intended to be an exhaustive list of all duties, responsibilities and skills. The job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person; for non-union employees, employment remains at-will. Management reserves the right to add to or change duties at any time.

I have read and received a copy of my job description. I further understand that I am expected to follow my job as outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee Name – Printed

Employee Signature

Date