

Please email the following items to jeff.clark@amity.k12.or.us

- ✓ An Equal Opportunity Employer Form
- ✓ Resume
- ✓ Classified Application
- ✓ Three Letters of Reference
- ✓ Cover Letter

**Amity School District 4J
A.S.P.I.R.E. Position**

Amity School District 4-J is seeking qualified applicants for the Amity High School A.S.P.I.R.E. Position. A.S.P.I.R.E. is a mentoring program that matches trained and supportive adult volunteer mentors with high school students to develop a plan, prepare and achieve the postsecondary education goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

1. Recruit adult volunteer mentors who reflect the diversity of the student body.
2. Screen Volunteer Applicants and provide basic orientation.
3. Help recruit student participants and communicate with them regarding their satisfaction with the advising process.
4. Involve parents/guardians through outreach activities and by including them in workshops.
5. Provide ongoing training to A.S.P.I.R.E Advisor volunteers, including debriefings, problem-solving, and sharing information about college fairs, campus visitations and other program activities.
6. Act as a liaison between the volunteers and school staff as needed.
7. Work with high school staff to incorporate A.S.P.I.R.E. into the curriculum. (For example, have English classes assign scholarship essays as class work.)
8. Assist the high school to develop partnerships with the admissions and/or financial aid staff at local colleges to provide direct help to the school, its students, and parents/guardians.
9. Provide volunteer recognition activities.
10. Ensure there is an up-to-date “A.S.P.I.R.E. College/Career Center” with postsecondary school information and Internet Access.
11. Attend all A.S.P.I.R.E sponsored trainings, events and meetings.

ESSENTIAL REQUIREMENTS

1. 18 years of age or older.
2. Experience with children in a school or youth organization.
3. An understanding of volunteer management or a history of volunteering.
4. Experience with volunteer program coordination and volunteering will be helpful.
5. Ability to work in a professional environment.
6. Sensitivity to challenges faced by youth.
7. Dependability and a strong sense of commitment.
8. Ability to maintain patient, non-judgmental attitude.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Must possess a valid First Aid card or ability to attain one within 90 days of employment (ORS 342.169)
2. Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR)
3. Pre-employment physical may be required

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans With Disabilities Act of 1990. Persons with disabilities may contact Jeff Clark at (503) 835-2171 for additional information or assistance. Speech/Hearing impaired persons may contact the district assistance through Oregon Relay at 1-800-735-2900.

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. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

I have read and understand the responsibilities and qualifications of this job description.

Signature

Date