

DECATS

H O U S T O N

Mentor Job Description

General Responsibilities

- Communicate frequently and in a timely fashion with other Mentors and Directors
- Spend time at decats.org
- Meet deadlines regarding employment and program needs
- Read, review and comply with all obligations in Faculty Handbook
- Collaborate with and support other staff
- Any other duties as needed and assigned by Directors

Pre-June Responsibilities

FEBRUARY

- Attend New Faculty & Staff Orientation (1 Day)
- Complete Safe Environment Training online initial or refresher module as required
- Complete onboarding forms and processes
- Practice and review DECATS Methodology

MARCH

- Attend All Faculty & Staff Training 1 (1 Day)
- Develop and submit ideas and descriptions for desired elective courses
- Begin elective course lesson plan development and revision
- Practice and review DECATS Methodology

APRIL

- Attend All Faculty & Staff Training 2 (1 Day)
- Continue elective course lesson plan development and revision
- Practice and review DECATS Methodology

MAY

- Continue elective course lesson plan development and revision
- Download and study lesson plans for core curriculum courses (Manners to Morals and Perspectives) as assigned
- Secure elective course supplies and décor via DECATS inventory, borrowing, seeking donation of items and making purchases (expenses reimbursed)
- Sign-up courses via Mentor Portal to lead daily closing presentations and prayers
- Practice and review DECATS Methodology

June Responsibilities

BEFORE PROGRAM

- Complete elective course lesson plan development and revision
 - Attend and participate in pre-program in-services (3 Days)
 - In collaboration with others, set up and decorate rooms to represent instructed courses
 - In collaboration with others, set up and decorate common areas of campus
 - Schedule and attend planning meetings with others on the same curriculum content team and / or same courses
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DURING PROGRAM

- Attend and participate fully in duration of program (14 Days)
- Attend and participate in daily morning faculty meeting
- Have materials and lessons ready for each day's courses
- Display, memorize, teach, review, practice and refer to the five DECATS rules
- Greet all Scholars at the door before each course session
- Submit attendance via Mentor Portal at the beginning of every course session
- Mentor assigned courses, following DECATS criteria for excellent courses
- Maintain a safe, positive, accepting climate, exercising Safe Environment Training procedures
- Prepare Scholars for daily closing presentations and prayers per previous sign-ups in May
- Communicate AV and technology needs to the Technology Coordinator
- Guide Scholars in preparing work and display it in the hall and room as appropriate
- Where appropriate, incorporate Graduate Assistants into the coursework
- Actively fulfill supervisory duties as assigned
- Participate fully and interact with Scholars during assemblies, lunch and recess
- Prepare Scholars for Closing Celebration on the last day of program
- Prepare and engage with Scholars on Manners to Morals Day
- Participate in packing and storing of supplies and inventory at end of program
- Organize and submit revision of course inventory with instruction from Office Manager(s)
- Complete and submit Mentor Evaluation
- Attend closing luncheon on final day of program