

# Lead Mentor

Multiple Locations

| Seasonal Full-Time

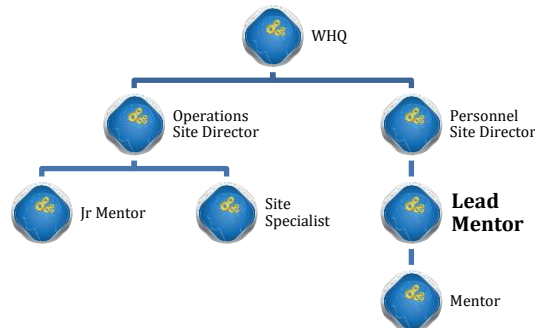
| Classroom Instruction

**Position Description:** The SEEK Lead Mentor is the leader within their classroom. They are directly responsible for the level and rigor of instruction within their classroom. Lead Mentors work to serve our students and ensure that they are retaining the engineering curriculum and enjoying that learning! Lead Mentors directly supervise 2-3 mentors and the overall learning process, within their classroom. Mentors will be notified of “Lead” status, during on-site mentor training.

## Primary Responsibilities

- Record student attendance, daily and submit lesson plans, weekly
- Manage classroom activities and daily curriculum instruction
- Record and submit incident forms to Site Directors
- Administer weekly ITEST student evaluations
- Lead end-of-program close out procedures
- Maintain all student forms and classroom supplies
- Serve as first point of contact for any mentor needs, concerns or issues
- Participate in daily mentor debrief meetings
- Support overall implementation of the SEEK program through additional duties as assigned
- Must oversee before/after care services, upon request

## Reporting Relationship:



## Successful Applicants will:

- have previous SEEK experience
- be completing or have successfully obtained an undergraduate degree
- be at least 18 years old and an active NSBE member, in good standing
- submit to a criminal background check
- possess leadership experience
- embody the NSBE mission and see themselves as “servant leaders”
- possess strong work ethic
- communicate effectively with SEEK team, parents, and students
- be CPR/ First Aid Certified
- have current sophomore status or higher

## Desired Qualifications:

- Previous experience with K-12 classroom instruction
- Natural disposition inviting to young learners
- Enthusiastic about teaching engineering concepts to younger populations
- Ability to support and lead a group of peers
- Degree in STEM or Education field