

## SEIU Mentor - Job Description

### Summary

SEIU Mentors will form a professional relationship with mentees to guide them on their professional journey with Montgomery County Public Schools (MCPS). Mentors will meet with each mentee for up to 4 hours per month over 12 months to provide support and feedback, help mentees develop professional goals, and pursue professional growth opportunities.

### Minimum Qualification Standards

Minimum 5 years of experience as a permanent MCPS employee, and current or former supporting services employee. Applicants with less than 5 years may be considered with supervisor recommendation. Must demonstrate knowledge of and ability to meet the seven core competencies of the Supporting Services Professional Growth System (SSPGS). Must be in current role for a minimum of 1 year.

### Examples of Duties and Responsibilities

Mentors exhibit strong communication and interpersonal skills. They have demonstrated leadership or coaching experience and are committed to professional learning.

In partnership with the mentee, establishes the mentee's explicit goals and objectives for the relationship

Takes the initiative in the relationship, but allows the mentee to take responsibility for their growth, development, and career planning

Commits to meeting with mentee regularly (not normally during the mentee's work time; no less than one hour per month) over a twelve-month period.

Provides frank, honest, and constructive feedback

Encourages and assists the mentee in identifying professional development activities

Maintains confidentiality

Promotes a culture of respect in alignment with the MCPS Code of Conduct

Attends mandatory professional learning sessions to cultivate mentoring skills.

Reviews goals and objectives of the relationship with the mentee midway and at the end of a formal, long-term relationship (those lasting 6-12 months)

Follows through on commitments made to the mentee

Shares feedback with the Mentoring Program Coordinator

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Logs activities performed in the role of Mentor.

Performs related work as required.

***Disclaimer:*** *This is a yearly stipend activity for those who qualify. Accepting an offer to participate in this program does not change or impact an employee's primary position with MCPS.*