



Position Title: Teacher/Mentor

Reports To: Program Director

Works with: Program Director; Pipeline Coordinator; Lead Teacher

Status: This is a full-time, exempt position.

Salary: n/a

Position Summary:

The Teacher/Mentor serves the organization’s mission by developing relationships with urban youth in select Public Schools to equip students to be thriving contributors in their community. The Teacher/Mentor will work primarily with middle and high school students, and secondarily elementary students. The primary objective is to help students complete High School graduation with a post-secondary plan for their future.

Supervisory Responsibilities:

None

Responsibilities:

- **Teaching.** Teach and manage classroom professionally in accordance with Elevate Jacksonville standards and training along with the standards of the DCPS system.
- **Administration.** Keeps records of program implementation as required. Ensure that the administration is accurate, consistent, and timely.
- **Attendance.** On-time participation in meetings and job location, attentive, and participates in various meetings, classes, and other activities.
- **Bonding.** Establish and build mentoring relationships with students to produce positive life-change in urban youth.
- **Modeling.** Serve as positive role model and leader for Elevate Jacksonville students. Demonstrate Elevate Jacksonville ethics, character qualities and behaviors.
- **Flexibility.** Fulfill other responsibilities as assigned. Professionally represent Elevate Jacksonville in site visits and community functions.

- **Curriculum Development & Classroom Management Training** – Attend initial and updated training by ELEVATE USA and Elevate Jacksonville by a variety of national and local instructors. Requires travel outside Florida.

Essential Job Requirements:

- **Education** — Four-year college degree. Teaching experience preferred, but not required
- **Experience** — Minimum three years' experience in youth service; certifications or education in youth services.
- **Commitment** — Willingness to provide 24/7 availability to support student relationships, including summer programs. This is a 12-month position.
- **MVR:** Present and maintain a Valid Florida Driver's License and Proof of Insurance. Must have a driving record acceptable to our insurer
- **Driving:** Ability to drive students in Elevate Jacksonville fleet (buses and mini-vans) and personal vehicle, if available.

Required Competences, Abilities and Skills:

- Ability and Passion to Make a Massive Positive Difference, for the Greatest Number of Students, in the Shortest Period of Time.
- Commitment to help positively change culture and graduation rates
- Ability to manage variety of projects and goals along with personal and team responsibilities.
- Software skills including: Microsoft Word, Excel, Outlook, and email.
- Ability to travel out of state for training.

Benefits

- Competitive salary range based upon education and experience.
- Employer-paid health/dental/vision/life insurance for employee (opportunity for employee to pay premium for spouse/family coverage).
- Employer match 401k plan.
- Paid Time Off (PTO), paid holidays