

## **MADERA UNIFIED SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**Position:** Student Mentor-Robotics (Supplemental Help)

**Classification:** Classified

**Department/Site:** Matilda Torres High School

**Salary Schedule:** Classified

**Reports to:** Vice-Principal of Manufacturing/Engineering Pathway

**Salary Range:** Non-Contracted

**FLSA:** Non-exempt

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### **PURPOSE STATEMENT**

Under direction, the job of Student Mentor-Robotics (Supplemental Help) supports the educational process by providing real world specialized coaching of skills in the area of engineering and manufacturing and/or computer programming for our students who participate in Madtown Robotics. Performs general shop custodial and maintenance duties so that students have a safe, attractive, and clean place in which students can learn and develop.

### **Essential Functions**

- Provides coaching and leadership skills to high school students in the areas of public speaking and community service.
- Provides mentoring and skill sets in the industry areas of; manufacturing, engineering and programming.
- Supervises students at after school practices and during building season.
- Relays pertinent student information to the Vice-Principal of Manufacturing/Engineering Pathway.
- Oversees and coordinates the safety procedures and protocols for student use of manufacturing machines and tools.
- Assists in the coordination and planning of student events.
- Travels to out of town events as needed.
- Supervises students at out of town competitions and regional events.
- Maintain confidentiality about the status of students and program activities.
- Working evenings and some weekends is required.

### **OTHER FUNCTIONS**

- Performs other related duties as assigned which are related and support the overall objectives of the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Experience or knowledge of First Inspiration & Recognition of Science & Technology (FIRST) Robotics
- Experience with Manufacturing machines and tools
- Experience in engineering and design techniques
- Experience with computer programming
- Leadership skills when working with high school students
- Interpersonal skills using tact, patience and courtesy
- Familiar with Engineering Design Process
- Knowledge of Occupational of Safety & Health (OSHA ) Regulations
- Written and oral directions in English

**Skills and Abilities to:**

- Operate a computer and oversee programming as needed
- Maintain professional working relationships with a diverse group of students and adults
- Work independently and with others as needed
- Understand and work within the assigned scope of authority
- Plan, prioritize and organize work to meet all schedules and timelines
- Communicate, understand, and follow both oral and written directions effectively
- Apply integrity and trust in all situations
- Work with a diverse student population
- Actively participate in meeting district goals and outcomes
- Contribute to the successful fulfillment of the District Mission

**RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing; the job is performed in a generally hazard free environment and in a clean atmosphere. The employee may be required to travel to locations other than assigned work site.

**MINIMUM QUALIFICATIONS**

**Experience:** One (1) year of work experience in one or more of the following areas: manufacturing, engineering or computer programming; and experience with First Inspiration & Recognition of Science & Technology (FIRST) Robotics.

**Education:** Associate's degree in a related field from an accredited college or university.

OR: An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

**REQUIRED TESTING**

- None

**CONTINUING EDUCATION/TRAININGS**

- Staying current with the use of manufacturing machines and tools

**CERTIFICATES/LICENSES**

- Valid California Class C Driver's License

**CLEARANCES**

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)