

Career Pathways Mentor - Job Description

Summary

Career Pathways 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 a 12-month period to provide support and feedback, help mentees develop professional goals, and pursue professional growth opportunities.

Minimum Qualification Standards

Minimum 5 years experience as a permanent MCPS employee and current SEIU unit employee. Met competency in all areas of the most recent performance evaluation on file. Must be in current role for a minimum of 1 year.

Examples of Duties and Responsibilities

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 on a regular basis (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

Provides encouragement and assists the mentee in identifying professional development activities

Maintains confidentiality

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 mentee

Shares feedback with the Career Pathways Team.

Logs activities performed in the role of Mentor.

Performs related work as required.

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