



DECATS 2014

Mentor Job Description

Before DECATS

- Communicate frequently and in a timely fashion with other mentors and directors via phone, e-mail and the blog.
- Spend time at the DECATS website, decats.org.
- Attend “Protecting God’s Children” (VIRTUS Training) no later than three weeks prior to the start of DECATS (one time, not yearly).
- Develop ideas for creative courses.
- Develop lesson plans with guidance from directors.
- Download, print and study lesson plans for Manners to Morals and Perspectives as assigned.
- Complete all paperwork for payroll and taxes.
- Secure elective course supplies and décor via DECATS inventory, borrowing, seeking donation of items and making purchases.
- In collaboration with other mentors, set up and decorate classroom(s) to represent all courses.
- Assist in decoration of common areas.
- Attend all required faculty orientation and in-service days.
- Schedule and attend planning meetings with mentors on the same curriculum team.
- Meet deadlines regarding program needs.

During DECATS

- Plan for and fully participate in Scholar-Parent Orientation.
- Attend daily morning faculty meeting.
- Have materials and lessons ready for each day’s courses.
- Revise lesson plans as needed.
- Sign up for and facilitate daily closing prayers and presentations.

- Greet all Scholars at the door before each course session.
- Submit attendance via computer system at the beginning of every course session.
- Mentor given courses, following the DECATS criteria for excellent courses.
- Maintain a safe, positive, accepting classroom climate, exercising safe environment procedures as described in “Protecting God’s Children.”
- Display, memorize, teach, review, practice and refer to the five DECATS rules.
- Communicate AV and technology needs to the Communications Director and Technology Coordinators.
- Guide Scholars in preparing work and display it in the hall and classroom as appropriate.
- Where appropriate, incorporate Graduate Assistants into the course work.
- Cover supervisory duties as assigned.
- Participate fully and interact with Scholars during assemblies and lunch.
- Prepare Scholars for performance, in-classroom demonstration, and / or display for Closing Celebration on the last day of the program.
- Collaborate with and support other mentors as needed.
- Prepare and supervise Scholars on Manners to Morals Day.
- Assist in tear-down of décor at the end of the program.
- Organize and submit revision of course inventory with guidance from the Office Managers.
- Complete and submit mentor evaluation.
- Attend Faculty Luncheon on the final day of the program.