



## Mentor Job Description

### Before DECATS

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- 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 VIRTUS Training courses no later than three weeks prior to the start of DECATS (one-time initial course and five-year refresher course).
- 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 (expenses reimbursed).
- 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

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- Plan for and fully participate in New 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 execute 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 assigned courses, following the DECATS criteria for excellent courses.
- Maintain a safe, positive, accepting classroom climate, exercising safe environment procedures as set forth in VIRTUS courses.
- Display, memorize, teach, review, practice and refer to the five DECATS rules.
- Communicate AV and technology needs to the Technology Coordinator.
- 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, lunch and recess.
- 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 Manager.
- Complete and submit faculty evaluation.
- Attend Faculty Luncheon on the final day of the program.