



DOCENT MANAGER/MENTOR JOB DESCRIPTION

Under the leadership of the President and Board of Directors, the Docent Manager/Mentor will report to the Program Manager and then to the Executive Director who implements the board's policies and oversees all activities of the Music for Minors II organization.

Specific Responsibilities:

DOCENTS:

1. Overall support of docents via e-mails, phone calls, newsletter articles, school site visits.
2. Make observations of both veteran and new docents throughout the year for affirmations, suggestions, and problem solving.
3. Attend docent training sessions to get acquainted with trainees, offer them support, and help evaluate their presentations, follow their progress and do follow-up observations and evaluations when docents are placed in schools; prepare a written report of observations and submit it to the Program Manager annually.
4. Help with placement of trainees in schools working with the Program Manager and Executive Director.
5. Work with Executive Director to match experienced/veteran docents with new docents as mentors at each applicable school site, and provide instructions and a time line to the docent mentors.
6. Work with the Liaison Coordinator to finalize the agenda and the following items at the spring liaison meeting:
 - a. Successes, teaching challenges, communication issues, creative ideas
 - b. Upcoming school site events involving docents
 - c. Promotion of MFMII II events encouraging site participation
 - d. Soliciting of docent/liaison wishlists; encourage usage of resource centers.
 - e. Review DIP and TIP packets annually and give input to Program Manager and Administrative Assistant.
7. Build and nurture the relationship with and among all docents and all docents with the MFMII central organization.
8. Plan and implement monthly Docent Sharing Workshops from January - April.
9. Write a monthly docent newsletter (Docents' Corner) encouraging resource center and MFMII lesson plan usage, highlighting docents' service and school performances, promoting docent attendance at Docent Sharing Workshops, offering teaching tips and other support.
10. Maintain files and status of all docents with the help of the MFMII Administrative Assistant.
11. Review all teacher evaluations of docents, send a copy to docents and submit a mid-year and year-end report to the Program Manager.
12. Observe all new docents from March to June and write an evaluation to be submitted to the docents and added to the MFMII google drive. If time, begin a 5 year observation timeline of experienced docents by doing 5-10 per year.

BOARD:

1. Make a monthly report to the Program Manager at staff meetings which will be shared with the MFMII Board.
2. Submit a monthly time sheet to the Program Manager & MFMII Treasurer by the 4th of each month.
3. Attend a Board meeting when necessary as determined by the Program Manager or Executive Director.

STAFF:

1. Work with Administrative Assistant to create and maintain docent database including date of training and years of service and assist with creation of the Docent Master Schedule.
2. Assist Program Manager and Event Coordinator with Back to MFMII Night , Docent Workshops, Family Music Nights, and Year-End Volunteer Recognition event.
3. Report any docent problematic issues immediately to the Program Manager and Executive Director.
4. Communicate with Docent Training Coordinator regarding possible trainee issues during the fall training class.
5. Work with MFMII Liaison Coordinator when needed regarding liaison communication and support of docents.
6. Assist at Family Music Nights.

