



Job Responsibilities - Mentors

A team of mentors develops activities and works directly with the Project Next Generation students. All mentors work with students, each other, appropriate library staff, and Illinois State Library staff to positively impact the students and to thereby ensure the success of Project Next Generation.

Lead Mentor: (One person)

The lead mentor is crucial to the success of the Project Next Generation program. This person must be willing to lead the team of mentors as they plan, adapt materials provided and develop activities and projects for the PNG students. Their goal is to provide activities that positively impact the PNG students' self esteem and technological skills.

Program Development

- ❑ Leads the team of mentors.
- ❑ Works with Library Director and others to enroll PNG students into the program.
- ❑ Works with the other mentors and appropriate library staff to develop an overall agenda of activities and projects.
- ❑ Coordinate activities, projects and invites guest speakers as appropriate.
- ❑ Implements PNG student activities from curriculum.
- ❑ Adapts statewide curriculum to fit student needs, learning styles and abilities.
- ❑ Facilitates (not controls) group discussions with PNG students.
- ❑ Is aware of skill levels, reading levels, and maturity of PNG students.
- ❑ Creates a safe environment for PNG students to practice healthy social interaction.
- ❑ Establishes trust and rapport with students, as a positive role model.
- ❑ Assists students with projects and activities during PNG meetings.
- ❑ Develops personal skills to use the PNG equipment and software.
- ❑ Teaches equipment and software use to the PNG students, keeping in mind the skill levels, reading levels, and maturity of students.

Administration

- ❑ Keeps an attendance record for the PNG students and tracks demographic information.
- ❑ Evaluates student growth and development, and measures curriculum objectives.
- ❑ Participates in statewide discussion group sharing successes and challenges with other mentors and appropriate staff.
- ❑ Works with library staff to ensure security for PNG equipment.
- ❑ Submits periodic written reports and examples of student projects to Library Director for submission to the Illinois State Library.
- ❑ Performs other duties as assigned by the library.



Job Responsibilities - Mentors

Mentor: (2 – 3 persons)

The mentors work as a team to collaborate, plan and develop activities and projects for the PNG students. Their goal is to positively impact the PNG students' self esteem and technological skills.

Functions as an integral member of the Project Next Generation Team:

- ❑ Collaborates with the Lead Mentor and others on an ongoing basis.
- ❑ Works with Library Director, Lead Mentor and others to enroll PNG students into the program.
- ❑ Plans, develops and implements curriculum, programs, activities, strategies, and instruction.
- ❑ Adapts statewide curriculum to fit student needs, learning styles and abilities.
- ❑ Facilitates (not controls) group discussions with PNG students.
- ❑ Creates a safe environment for PNG students to practice social interaction.
- ❑ Establishes trust and rapport with students, as a positive role model.
- ❑ Assists students with projects and activities during PNG meetings.
- ❑ Keeps attendance records for the NG students as well as evaluates student growth and progress.
- ❑ Develops personal skills to use the PNG equipment and software.
- ❑ Teaches equipment and software use to the PNG students, keeping in mind the skill levels, reading levels, and maturity of students.
- ❑ Participates in statewide discussion group sharing successes and challenges with other mentors and appropriate staff.
- ❑ Provides Lead Mentor with ongoing updates of student progress and examples of student projects for submission to Library Director and the Illinois State Library.
- ❑ Works with Lead Mentor on equipment maintenance and security as appropriate.
- ❑ Performs other duties as assigned by the library.