



NOTICE OF VACANCY

Lakeview Public Schools

27575 Harper Avenue
St. Clair Shores, Michigan 48081
www.lakeviewpublicschools.org

VIRTUAL SCHOOL – MENTOR TEACHER

Certification Requirements & Qualifications:

- Current and valid Michigan teaching certificate
- Ability to work with students in all academic areas
- Ability to communicate effectively with staff, parents and students
- Good organizational skills
- Ability to successfully pass a background check

The Mentor Role:

- Liaison between the student online instructor, parents, and administration
- Assist with enrollment
- Ensure the chosen course is approved by the school and meets the student's graduation requirements
- Monitor student progress weekly and help the student stay on track to complete the courses successfully and on time
- Establish and communicate clear expectations and guidelines
- Communicate with the online instructor, school administrators and parents using email, text messages, face-to-face, phone, and/or other appropriate methods
- Establish rapport with students and encourage academic success
- Meet with the students as needed (in person when possible or virtually if necessary) and keep records of the meetings.
- Assign final grade to the student transcript after the score is submitted by the online instructor
- Teach and encourage students to be self-directed, independent learners who are responsible for their coursework, but ensure resources are available to help them succeed
- Create a learning environment that is welcoming, supportive and flexible enough to meet the individual students needs

WORK TIMELINE: August 27, 2018 thru June 14, 2019

SALARY: \$35.67 per hour

STARTING DATE: August 27, 2018

DEADLINE FOR APPLICATION: 3:00 P.M. TUESDAY, AUGUST 21, 2018 (or until filled)

ACCEPTING ONLINE APPLICATIONS ONLY

PLEASE SUBMIT YOUR ONLINE APPLICATION THROUGH THE DISTRICT WEBSITE:

www.lakeviewpublicschools.org AND INCLUDE A LETTER OF INTEREST, RESUME, TRANSCRIPTS, REFERENCES AND TEACHING CERTIFICATE WITH REQUIRED ENDORSEMENTS.

**Tracy L. VanPeeren, Assistant Superintendent
Lakeview Public Schools**

Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Assistant Superintendent, 27575 Harper Ave., St. Clair Shores, MI 48081, 586-445-4000 x2503.