



April 23, 2025

External Posting

**Shared Time Mentor  
Part-time, At-Will Position  
2025-26 School Year  
Northern Michigan Christian School**

The district is seeking a mentor to instruct at **Northern Michigan Christian School in McBain, MI** through Oxford's shared-time programming.

The shared time mentor will oversee all aspects of the students' educational experience in partnership with the teachers of record. The primary responsibility of a mentor teacher is to monitor and ensure student progress while enrolled in Oxford Community Schools' non-essential courses through a non-public school.

**Qualifications:**

- Michigan teacher certification preferred.
- Experience in virtual education is preferred.
- Proficient with various technology tools in education or the ability to quickly learn to use necessary technology required for the courses.
- Ability to connect with students to form positive, encouraging relationships.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Responsibilities:**

- Oversee and encourage student progress in all Oxford courses.
- Complete student count requirements for district in accordance with the Michigan pupil accounting laws.
- Act as the initial point of contact for teachers and families with questions regarding Oxford Virtual Academy and respond in a timely manner. Mentors are required to respond to student inquiries within 12 hours of initial contact.
- Assist students and families with the decision to participate in online learning.
- Evaluate student learning and implement interventions as necessary.
- Function as a resource for teachers when student concerns arise and be willing to assist with a plan of action.
- Ensure parents provide written permission for students to enroll in online courses.
- Manage technology utilized in the Oxford Virtual courses and act as the initial point of contact for student technical questions.
- Participate in training as required by Oxford Virtual Academy supervisor.
- Perform other duties as required.

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited. Inquiries related to employment discrimination should be directed to Ryan Reid, Assistant Superintendent of Human Resources at 248.969.5004.

**Reports to:** Building Principal; Shared Time Program Services Coordinator

**Salary:** Payment amount for the mentor will be calculated based on the total number of Oxford Shared Time enrollments assigned to the mentor.

**Schedule:** Hours and schedule will be determined based on the requirements of the non-public school. Hours outside of the typical school day may be required.

**Location:** Northern Michigan Christian School, 128 Martin Street, McBain, MI 49657

**To Begin:** August 2025

**All applicants should apply online via the Oakland Human Resources Consortium:  
Create an Application/Login [here](#)**

**Application Deadline: Until Filled**

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