



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**

**Mentor - Gull Lake Virtual  
(2 Positions)**

June 19, 2018

**Job Summary:**

Under the direction of the Principal, mentors build and sustain meaningful relationships with their caseload through a minimum of weekly contact with students throughout the length of their courses within the school year.

**Qualifications:**

Required:

- A. High School diploma or general education degree
- B. Proficient use of computers including knowledge of application of student data systems
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Demonstrated success as a collaborator and proven team player
- E. Demonstrated successful communication skills with students, staff, parent and community

**Desired Characteristics:**

- A. Proven success communicating with students, parents, and school staff
- B. Ability to handle many job responsibilities and prioritize duties
- C. Teaching experience
- D. Experience working in the school setting

**Duties:**

- A. Maintain accurate mentoring records in accordance with Pupil Accounting Manual and Gull Lake district policies
- B. Provide weekly two-way communication in a method agreed upon between mentor and student
- C. Act as a liaison and student advocate between the scheduled courses, course instructor(s), and the student
- D. Connect students to teacher with subject area knowledge when necessary
- E. Create a relationship with students that is welcoming, supportive, and collaborative to meet their individualized need
- F. Attend mandatory trainings and meetings with Gull Lake Virtual School and Mentor Department
- G. Assist with other duties as assigned by administration

**STATEMENT OF NON-DISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

**CRIMINAL RECORDS CHECK**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: Until filled**

**Start Date: 2018-19 school year**

**Salary: \$13.53 per hour (Step 1)**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources  
tkammeraad@gulllakecs.org