



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Mentor - Gull Lake Partnership (4 Positions)

June 19, 2018

Job Summary:

Under the direction of the Partnership administrators, 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. Experience as an advocate for students

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. Communicate weekly with students on course progress and assist with mediating needs of student
- D. Act as a liaison between the scheduled courses, course instructor(s), and the student
- E. Connect students to teacher with subject area knowledge when necessary
- F. Create a relationship with students that is welcoming, supportive, and collaborative to meet their individualized needs
- G. Make appropriate referrals to Gull Lake Virtual staff as needed with essential questions
- H. Attend mandatory trainings and meetings with Partnership and GLCS Mentor Team
- I. Assist Partnership Directors with other duties as assigned

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

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

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