



OFFICE OF HUMAN RESOURCES –VACANCY ANNOUNCEMENT

Position: Mentor Teacher - Science (DI Endorsement)

Compensation: \$39,500 to \$49,500

Length: 224 days

Location: Any Location (Detroit, Oak Park, Howell, Ortonville, Sandusky or Saginaw)

Who we are: We are a publicly funded Cyber Charter School. We have drop in labs for students in several locations across Michigan.

Philosophy: At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

Position Description: The Science Mentor Teacher provides leadership and direction with students, whether it be at the lab level and working with them in the cyber world. Will help implement, coordinate, and evaluate comprehensive science programs. Develop trusting relationships with students and parents/guardians. Establish rapport with students and encourage academic success. Be an advocate for students.

Qualifications:

- Current Professional or Continuing Teacher Certificate with a DI endorsement.
- Computer Knowledge is a must and will be tested during the interview process.
- Ability to handle multiple tasks as once in an effective manner
- Ability to analyze curriculum in accordance with established standards
- Knowledge of best practices in grading student work
- Works well with a team
- Very strong customer service skills
- Maintain a positive "can do" attitude
- Be a strong communicator
- Expert knowledge in the use of assessment and assessment data to implement them effectively
- Face challenges with the focus on creating a better educational model for our students
- Be a self-starter and an independent thinker. (this position will require the applicant to be able to make and implement decisions without direction)
- Primary focus is in creating a learning environment that will increase student success
- Computer Knowledge is a must and will be tested
- Technological skills (Chrome, Google, and etc.). Must be able to adapt to new technology rapidly
- Demonstrate ability to plan and evaluate strategies for improving instruction

PREFERRED QUALIFICATIONS DUTIES AND RESPONSIBILITIES:

- Develop trusting relationships with students assigned to the Mentor Teacher
- Monitor student progress weekly and help the student stay on track to complete the course successfully and on time
- Work to make the learning lab a warm and inviting environment
- Maintain discipline in the learning lab
- Establish and communicate clear expectations and guidelines
- Communicate with school administrators, and parents using email, text messaging, and phone. MIPS requires Mentor Teachers to have meaningful conversations with students and families at least twice a week
- Ability to work with students virtually via: Gotomeeting meetings, Google Meet and in person
- Establish rapport with students and encourage academic success
- Meet with the student as needed and keep detailed records of all meetings and communications in the appropriate system
- Individual & small group instruction
- Grading daily assignments
- Approve Final Grades



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- Maintain communications with other online instructors
- Advocate for students
- Help interpret instructor feedback by reviewing the assignment and the rubric or grading standards with the students
- Assist with student orientations for newly enrolled students
- Work with the MIPS team in developing motivation strategies for students on the Mentor Teacher caseload
- Create a learning environment that is welcoming, supportive, and flexible enough to meet individual student needs
- Assist students in developing a schedule that is effective to online learning
- Work with MIPS leadership to develop local business partnerships that allow students the opportunity to learn in real world situations
- Tutoring students in-person and virtually
- To be informed of all policies and procedures
- Mentor Teachers are on the front line, so they need to have a good working relationship with Students, Parents, other Mentor Teachers, Mentors and Administrators
- Computer skills that will allow Mentor Teacher to troubleshoot minor technical challenge
- A pleasant personality and positive attitude toward working with administration, staff, and community members. Evidence of ability to establish working relationships that result in increased efficiency and effectiveness
- Mentor Teacher must have the ability to make decisions in accordance with Board Policies and Curriculum Guidelines
- Develop and implement instructional programs in Employee's areas of expertise in accordance with the Educational Program established by the Director of Curriculum
- Apply approved techniques for the ongoing assessment of student learning
- Carry out all other duties and obligations that are determined to facilitate the School's mission, goals, standards, and Education Program
- Mentor Teacher must honor written Board Policies and Administrative Regulations
- Perform other duties as required

PHYSICAL ACTIVITIES/REQUIREMENTS: Physical activities include lifting and carrying materials, walking, stooping, kneeling, talking, hearing, and observing.

INTERESTED CANDIDATES SHOULD APPLY: full consideration, interested candidates please send your Letter of Interest, Current Resume, copy of Teaching Certificate, and two (2) Letters of Reference to browne@miprepschool.org.

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