



Job Description for Mentor

Position Type	Position Classification	Salary	Job Location
Mentor	Non-Exempt	\$35,000	Any Location (Detroit, Oak Park, Howell, Ortonville, Sandusky or Saginaw)
<p>Overview: Reimagine Education, LLC is a privately-owned management company for Michigan International Prep School, a publicly funded Cyber Charter School.</p>			
<p>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.</p>			
<p>Position Description: Reimagine Education, LLC is seeking a Mentor who will play a critical role at the Michigan International Prep School. This position has primary responsibility for supporting students and teachers for Michigan International Prep School and Reimagine Education, LLC. These include, but are not limited to, all state and school policies and procedures pertaining to curriculum and instruction. The successful candidate will display keen attention to detail, possess a variety of complex computer skills, critical thinking skills, and a keen sense of having strong organization skills for a complex and ever changing environment.</p>			

Qualifications	Essential Duties
<ul style="list-style-type: none"> • Associates degree or WorkKeys certification. (Meeting Highly Qualified Status) • Ability to handle multiple tasks at once in an effective manner • Ability to analyze curriculum in accordance with established standards • Works well with a team • Very strong customer service skills and strong communicator • Maintain a positive "can do" attitude • Strong written and oral communications • Face challenges with the focus on creating a better educational model for our students • Be a self-starter and an independent thinker. • Technological skills, computer knowledge and ability to rapidly adapt to new technology (Chrome, Google, and etc.) • Primary focus is in creating a learning environment that will increase student success 	<ul style="list-style-type: none"> • Develop trusting relationships with students assigned to the Mentor • Work closely with other Mentor and Teachers to motivate and communicate with students • Monitor student progress weekly and help the student stay on track to complete the course successfully and on time • Communicate with the teacher, school administrators, and parents using email, text messaging, and phone • Meet with students as needed and keep detailed records of all meetings and communications • Establish and communicate clear expectations and guidelines • Ability to work with students virtually via: Google Meet and in person • Establish rapport with students and encourage academic success • Create a learning environment that is welcoming, supportive, and flexible enough to meet individual student needs • To be informed of all policies and procedures • 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 • Carry out other duties and obligations that are determined to facilitate the School's mission, goals, standards, and Education Program • Mentor must honor written Board Policies and Administrative Regulations • Mentor must be able to work from a designated Learning Lab as scheduled • Mentor must be able to stand for a minimum of 30 minutes at a time • Mentor must be able to lift 25lbs • Mentor must be able to move throughout the Learning Lab • Mentor must be able to sit in chair for long intervals

Required Documents: External applicants are required to submit a completed application, cover letter, resume, three letters of recommendation, teaching certificate and college transcripts

Reimagine Education, LLC is an Equal Opportunity Employer. The position is subject to Reimagine Education, LLC policy, rules, and regulations. As Equal Opportunity/Affirmative Action Employer, it is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.