



## **Buchanan Community Schools: E-Lab Mentor Buchanan High School**

Buchanan Community Schools is welcoming applicants for an E-Lab Mentor at Buchanan High School.

### Job summary:

Hours for the E-Lab Mentor are as follows: Monday, Tuesday, Thursday, Friday 7:20 am – 2:40 pm, Wednesday 7:40-2:15 (with a half-hour unpaid lunch) daily following the student school year calendar. The expectation is a minimum of 183 days to be completed between August 26<sup>th</sup> and June 10.

### Essential duties and responsibilities:

- Enroll students in virtual classes per guidance request
- Take attendance and monitor student attendance in virtual classes
- Monitor student behavior and performance in virtual classes
- Conference with students as a mentor on an on-going basis to monitor growth and progress
- Attend and participate in at-risk meetings to discuss student growth and progress
- Keep accurate student records of the virtual classes.
- Input grades and notes into PowerSchool
- Communicate with MyVirtual for any student and computer issues
- Fulfill other typical teacher responsibilities for students who are enrolled in the virtual classes housed in the lab
- Support teacher and supervise students in the Auto shop classroom as needed.

### The desired candidate must possess the following attributes:

- Able to effectively take direction, as well as, work independently and as a member of a team.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to handle complex and stressful issues or situations with sound judgment, common sense, and a calm demeanor
- Impeccable character, sense of humor, and compassion for students, families, and district staff

### Eligible candidates must meet the following qualifications:

- Good communication skills and ability to work with At-Risk students
- Flexible, caring, creative individual
- Punctual and rarely absent work habits

### Preferred:

- Michigan teaching certificate preferred
- Minimum of a B.A. degree
- Must be able to develop rapport with students, parents, teachers and administrators in attempting to meet the social, behavioral, and affective needs of students

### Position Details:

- Title: E-Lab Mentor – Buchanan High School
- Reports to: Buchanan High School Principal, Mrs. Stacey DeMaio
- Starting date: 2019-20 School Year
- Calendar: 183 Days
- Compensation: \$16.00/hour for non-certified staff, \$20.00/hour for certified staff.
- Posting date: 9/18/2019

- Application deadline: 10/2/2019

Application Process:

Applicants for the position should submit the following documents using our online application located on the Buchanan Community Schools' website and accessing the Employment link. Uploaded documents are acceptable **as one file of all scanned documents together in the area of Application Materials or as separate titled uploads in the specified areas of Application Materials and References within the online application. Please be sure to upload the following documents:**

- Letter of interest detailing the manner in which the candidate meets the qualifications and desired attributes for the position, addressed to Stacey DeMaio, Buchanan High School Principal
- A current resume with reference contact information
- Unofficial photocopies of all university/college transcripts if applicable
- Two current (within the last three years) letters of recommendation

**Application and supporting materials should be submitted using  
Buchanan Community Schools' online employment link:**

<http://www.buchananschools.com/employment/>

Application materials should be addressed to:

Stacey DeMaio  
Buchanan High School Principal  
401 W. Chicago St.  
Buchanan, MI 49107

Questions about the position or the district can be sent to Mrs. DeMaio at:  
[sdemaio@buchananschools.com](mailto:sdemaio@buchananschools.com)

**BUCHANAN BOARD OF EDUCATION  
STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The Buchanan Community Schools 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, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Coordinators for Affirmative Action and review of Federal requirements are as follows: Section 504 and ADA, Karin Falkenstein (Special Education Director, 695- 8409): Title IX, Title VI and Civil Rights, Brian Pruett (H.S. Assistant Principal, 695-8404).