



Secondary Academic Seminar Teacher

Position Profile

The shared time mentor will oversee all aspects of the students' educational experience in partnership with the teachers of record. The primary responsibility of a mentor teacher is to monitor and ensure student progress while enrolled in Oxford Community Schools' non-essential courses through a non-public school.

General Responsibilities

- Oversee and encourage student progress in all Oxford courses.
- Complete student count requirements for the district in accordance with the Michigan pupil accounting laws.
- Act as the initial point of contact for teachers and families with questions regarding Oxford Virtual Academy and respond in a timely manner. Mentors are required to respond to student inquiries within 12 hours of initial contact.
- Assist students and families with the decision to participate in online learning.
- Evaluate student learning and implement interventions as necessary.
- Function as a resource for teachers when student concerns arise and be willing to assist with a plan of action.
- Ensure parents provide written permission for students to enroll in online courses.
- Manage technology utilized in the Oxford Virtual courses and act as the initial point of contact for student technical questions.
- Participate in training as required by Oxford Virtual Academy supervisor.
- Perform other duties as required.

Administration

- Reports to the Secondary Principal

Personal Characteristics and Skills of Applicant

- Effective communication skills
- Must be organized and focused



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- Critical thinking skills
- Classroom management
- Engaging
- Collaboration
- Empathy and patience

Qualifications

- Bachelor's Degree
- Ability to pass a background check
- Must be a born-again Christian and complete the Statement of Faith form on our application.

Employee Signature: _____

Date: _____