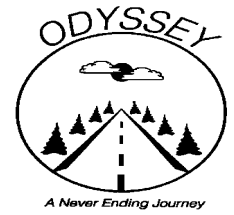




ODYSSEY MIDDLE/HIGH SCHOOL
3441 SOUTH WISE ROAD
MT PLEASANT MI 48858
PHONE: 989.773.9473 FAX: 989.779.0429
www.shepherdschools.net



EXTENDED DAY ADVOCATE

Summary:

- Create and support the learning activities of our extended day program
- Oversee the online learning platform for Odyssey students
- 5 days per week, Monday-Friday, unless school is closed
- 29.5 hours per week, Mon-Thurs hours 12-6 and Fri hours 9:30-3p

Qualifications:

- 60 College Credit hours
- Report to work when scheduled, on-time, with exceptional personal hygiene
- Carry out all daily tasks in a manner that advances Shepherd Schools vision and goals
- Reliable, dependable, detail-oriented and ability to multitask
- First Aid/CPR training preferred
- Consent to/pass criminal background check

Essential Duties and Responsibilities:

- Experience with SRC practices, trauma informed practices, at-risk youth, data collection and reporting, record keeping, alternative education, computers
- Experience with online learning platforms preferred
- Flexibility as duties may vary
- Maintain accurate records
- Physical tasks are intermittent; sitting, standing, walking, bending, crouching, pushing, pulling, carrying, reaching, lifting and lowering 1 to 40 lbs
- Additional cleaning duties are carried out as required on a need by need basis
- Treat fellow colleagues and students with respect and kindness

Salary and Benefits:

- \$18.53/hour (No Benefits)

Deadline:

- Until filled

Method of Application:

- Interested and qualified applicants must email one (1) PDF document containing the following to amber.bloss@shepherdschools.net Amber Bloss, Director, Odyssey MS/HS:
 1. Cover letter
 2. Current resume
 3. References
 4. Unofficial transcript.

NOTE:

- Any applicant recommended for hire for any position with Shepherd Public Schools will be required to consent to a criminal history investigation and background assessment.
- No person shall, on the basis of race, creed, gender, religion, national origin or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by Shepherd Public Schools.