



HOLTON PUBLIC SCHOOLS  
“Rooted in Community, Reaching for Excellence”

8897 Holton Duck Lake Rd.  
Holton, MI 49425  
Phone: (231) 821-1700  
Fax: (231) 821-1724

Notice of Intent to Employ  
May 23, 2013

Position: Online Virtual Academy Administrator / Student Mentor - (Pilot Program)

Qualifications:

- Applicants must possess a valid Michigan teaching certificate, hold a Master’s degree in Educational Leadership or equivalent, and be able to meet the School Administrator Certification requirements as outlined by the State of Michigan. The desired candidate will possess 3-5 years of teaching experience at the secondary level, possess a strong knowledge of online learning practices, have extensive knowledge of technology based instructional delivery models, and be knowledgeable about the diagnosis, implementation, and evaluation of a strong curriculum based online / virtual program for secondary students. Experience in working with secondary at-risk or alternative education students will benefit the successful candidate.

Reports to: Superintendent

Essential Functions:

- Serve as the administrator and student mentor of the online virtual academy. Responsible for all day to day operations of the academy including, but not limited to: recruiting students, marketing of the program, oversight of the online instructional delivery model, student mentoring, student discipline and behavior management, school improvement reporting requirements, pupil membership compliance, plus all other components of running an effective seat-time waiver based online virtual academy.
- Possess a strong understanding of technology based instructional models and their use in assisting students to meet the graduation requirements of Holton Public Schools.
- Work with non-traditional students to assist them in earning credit toward their high school diploma.
- Demonstrated success as a flexible, collaborative team player skillful in providing intervention support so that students are successful in progressing through the online curriculum.
- Promotes a culture of student growth and achievement toward student diploma attainment, and demonstrates experience toward maintaining high quality online teaching and learning practices.
- Able to successfully integrate technological applications into the curriculum.
- Able to promote strong parent and student involvement to create a vision for student success.
- Able to serve as a strong advocate for students and possess strong interpersonal skills that will successfully aid in building relationships with families, staff, and the community. Strong and effective communicator.

Interview Timeline: The district seeks to fill its vacancy through an aggressive selection process so that the successful candidate is prepared to begin advocacy efforts toward program enrollment and marketing to students prior to the start of the 2013-2014 school year. Interviews will be held on Friday, June 7, 2013 and Monday, June 10, 2013.

Salary Range: The district will offer a compensation and benefits package that is commensurate with the candidate’s education and credentials, but will target a salary not to exceed \$45,000.

Application Deadline: Thursday, June 6, 2013 at 4:00 PM

Please provide a letter of interest, current resume, copies of transcripts and credentials, and letter(s) of reference to:

Jason J. Kennedy  
Superintendent – Holton Public Schools  
8897 Holton Duck Lake Rd.  
Holton, MI 49425

Approved by

Date: May 23, 2013

It is the policy of Holton Public Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, handicap or disability, age, sex, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity, or in employment. If you feel that you have been discriminated against, please contact: