



**Fremont Public Schools**  
**Administration**

450 E. Pine Street  
Fremont, MI 49412  
Phone: (231) 924-2350  
Fax: (231) 924-5264

**Quest Educational Programs**  
**Virtual Program In Person Lab Mentor**  
**For 2024-2025 School Year**

**POSTING DATE:** June 3, 2024  
**DEADLINE:** Until Filled  
**POSITION:** Virtual Program Lab Mentor

**QUALIFICATIONS:**

- Minimum of 60 hours of college credit
- Bachelor's degree and valid Michigan teaching certificate in at least one core academic subject (6-12) - preferred
- Ability to assist students 6 -12 in multiple subject area
- Prior experience using Edgenuity a plus
- Any additional qualifications to the above as deemed necessary by the Board of Education

**JOB RESPONSIBILITIES:**

- Monitor the open lab hours for our virtual students.
- Assist the Teacher of Record to monitor student progress and provided needed support
- Monitor and document student progress and help the student stay on track to complete courses successfully and on time
- Weekly communication with students and parents either by phone, e-mail or on a virtual meeting platform
- Provide course resets, guided notes and coursework help as needed during designated hours
- Responsible for supervising and guiding the work of students who need additional assistance

**REPORTS TO:** Tracy Sanchez, Quest Director

**TERMS OF EMPLOYMENT:**

- Monday – Thursday 2 p.m. to 8 p.m.
- Hourly wage of \$20.00 (non certified) \$25 (certified)

**APPLICATIONS:** Submit written letter of application and resume to:  
Tracy Sanchez, Director  
Quest Educational Programs  
350 W Cedar, Fremont MI 49412  
Or by email: [tsanchez@fremont.net](mailto:tsanchez@fremont.net)

**Approved by:** Brad Reyburn, Superintendent

**Date:** June 3, 2024