



Richard Machesky Ed.D.
Superintendent of Schools

Administration Building
4400 Livernois
Troy, MI 48098

Please Post

Position: Online Classroom Monitor/ Inspire Mentor
Location: Troy College and Career High School
Reports to: Building Principal
Salary: \$23.53/hour
Posting Date: October 24, 2025
Deadline Date: Until Filled
Starting Date: ASAP

Qualifications:

- Prior experience with student scheduling/transcripts/virtual learning a plus
- Online teaching experience preferred
- Excellent oral and written communication skills
- Experience in multi-faceted program promotion (e.g. website, brochure, advertising, etc.)
- Capable of performing in a comprehensive computer office environment including Office 365 and proprietary software applications
- Prior experience with customer service
- Must have completed 60 college credit hours or more to obtain a Substitute Permit

Job Description:

- Supervise online learning in person for TCCHS students and Inspire students who come in the building to get support
- Provide two way communication with online learners each week
- Serve as the liaison between Intersect, Inspire, Curriculum Manager, and virtual families
- Develop and maintain relationships with all virtual students and families to ensure success
- Work professionally with virtual software vendors to ensure students are provided needed support
- Performs all other duties as may be assigned by Superintendent, or Principal or their designee
- Provide ongoing support to parents and students with student curricular and instructional issues
- Maintain Michigan online course catalog and process enrollment for 6-12 district buildings (section 21f)
- Perform necessary duties as SAT/MME Back-up Testing Coordinator
- Assist students in developing and maintaining Education Development Plans (EDP)
- Scheduling students in classes on Intersect and Inspire
- Collaborating with Intersect and Inspire on best practices for TSD Students and plans
- Collaborate with Special Education to provide support to Online Learners to ensure IEP compliance
- Tend to all enrollment questions and process with support of the TCC Principal and Online Coordinator
- Manage and oversee pupil count policies and procedures for online learners
- Develop and track specific measures of student and program success
- Monitor and ensure intervention are in place in case of low student participation/performance

- Communicate and collaborate effectively with online curriculum Coordinator to ensure student success.
- Must possess strong leadership qualities and a commitment to accountability toward student performance outcomes
- Demonstrated ability to manage multiple projects simultaneously and work well in a fast-paced environment 20-40 hours per week
- Be ready to substitute for a teacher when a substitute is not available

Method of Application:

All interested applicants apply at: <https://www.applitrack.com/troy/onlineapp/>

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts, and other pertinent data directly to your application. **Please do not fax, email, or send applications** directly to the District.

Nondiscrimination:

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should be directed to the Assistant Superintendent of Employee Services/Troy School District.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.