

May 22, 2026

NOTICE
POSITION OPENING

DUAL ENROLLMENT / INTERVENTIONIST

Lake City Area Schools is currently seeking a DUAL ENROLLMENT / INTERVENTIONIST.

The Dual Enrollment / Interventionist Facilitator is responsible for fostering a supportive educational environment that empowers students to reach their full intellectual and emotional potential. This role focuses on the organization and implementation of instructional programs designed to ensure academic success in alignment with District and state policies.

Key Responsibilities

- Student Support: Assisting students directly with their coursework to ensure they understand the material and stay on track.
- Edgenuity & Dual Enrollment: Monitoring students specifically within the Virtual Instruction Program, which includes managing both intervention-based online courses (Edgenuity) and college-level dual enrollment.
- Progress Monitoring: Using "research-based exemplary practices" to track student achievement and carry out duties within established timeframes.
- Communication: Acting as the primary liaison between students, parents, and the school regarding academic success.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively with all stakeholders in the Virtual Instruction Program in written and oral form, including electronic media, using positive interpersonal skills.
2. Highly skilled at implementing exemplary educational practices resulting in demonstrated student achievement gains.
3. Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
4. Ability to use effective strategies in differentiating instruction.
5. Knowledge of curriculum and instructional best practices for online learning.
6. Exhibit knowledge of standards-based curriculum and instructional programs and practices for middle and high school levels.
7. Ability to establish and maintain cooperative working relationships with students, parents, and schools.

Please submit a letter of interest and resume to: Mrs. Jessica VanderBrook, MS/HS Principal, Lake City Area Schools PO Box 900, Lake City, MI 49651, or send electronically to: **jvanderbrook@lakecitytrojans.org**

Deadline – June 5, 2026