

Learning Specialist

Posted May 2024



About us

Engaging Minds is an after-school learning center that teaches students how to learn and provides them with academic skills and strategies they need to succeed over the long-term. Engaging Minds focuses on teaching the increasingly important executive function skills (organization, prioritization, initiation of tasks, time management, goal-setting, planning) and guides students to become independent and self-confident learners. All instruction is one-on-one and personalized to meet the needs of each individual student. To learn more, please visit: .

Overview:

The Learning Specialist is responsible for managing three key functions at Engaging Minds:

- Managing a caseload of Engaging Minds Instructors who work directly with students and families.
- Liaising with parents and other professionals to problem-solve as needed, and to ensure instructors are addressing and delivering on the key needs of the student.
- Conducting Zoom intake meetings with new students/families.

Reporting Structures and details:

- The Learning Specialist reports to Director of Educational Services
- ~ 15-20 hours per week.
 - Flexible schedule, but requires some consistent availability both during the school day (min 2 days/week) and between 3:30pm-7pm (min 2 days per week)
- This is a year-round position
- Primarily remote with occasional attendance at in-person meetings and events in Greater Boston, MA
- Compensation \$30-\$35/hour, commensurate with experience
- Opportunity for additional hours doing 1:1 executive function coaching with students, starting at \$36/session

Core Responsibilities:

- The Learning Specialist will exercise discretion and independent judgment in mentoring instructors and providing ongoing professional development to instructors as needed.
- Exercise discretion and independent judgment in building relationships with parents/guardians to ensure they receive a return on their investment.
- Be responsive and available during hours when other staff members and/or family members may have questions and a time-sensitive need for response.
- Develop comprehensive and individualized Learning Profiles for students on their caseload.
- Family intakes: Schedule 30-40 minute Zoom meetings between 3:30-7pm EST with families via Calendly to support the sales process and gather information to facilitate student/instructor matches.

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Required Qualifications and Skills:

- Master's degree in Education, School Counseling, Speech and Language, or Social Work and five years of experience in a school setting.
- Two or more years in a role with instructional coaching and/or supervision of other professionals as one of the core responsibilities.
- Expertise in Executive Function.
- Exceptional people management and relationship skills, including the ability to give direct and productive performance feedback.
- A collaborative approach to problem-solving.
- Demonstrated experience in K-12 education.
- Exceptional written and verbal communication skills.
- Ability to attend in-person meetings in the Greater Boston, MA area.

If you are passionate about making a difference in the lives of students and possess the necessary qualifications, we would love to hear from you. Please submit your resume and cover letter detailing your relevant experience.

Engaging Minds is an Equal Opportunity Employer and encourages applicants from diverse backgrounds.