

## Engaging Minds Instructor Job Posting



**Position:** Instructor

**Position Details:** The Instructor position is a part-time, hourly position reporting to a Learning Specialist

### **Company Description:**

Established in 2010, Engaging Minds offers one-on-one tutoring for students in elementary through high school. Engaging Minds instructors help students develop and refine the executive function skills they need to become motivated, independent, and confident learners. Instructors teach students *how* to learn, employing a methodology that is specifically designed to instill critical thinking skills, learning strategies, and problem-solving skills that students can apply across multiple disciplines. Engaging Minds instructors take time to get to know each student and to develop a personalized learning plan to meet each student's needs. By helping students find academic success early and often, students increase self-confidence and enhance intrinsic motivation, which sets them on a path toward achieving their full potential in school and throughout their lives. In addition to one-on-one tutoring, Engaging Minds also offers professional development workshops and ongoing learning and development for adults who work in the fields of education, counseling and youth development.

### **Position Summary:**

Engaging Minds Instructors deliver 55-minute, one-on-one executive function coaching sessions focused on helping students to build the skills necessary to succeed in school. The Instructor is responsible for providing timely feedback and communication (i.e. within 24 hours of the session) through the Engaging Minds online portal, EMChat™. The Instructor is expected to remain fully engaged and focused on the student throughout each session. After the first few months of their engagement at Engaging Minds, instructors will transition to manage their own schedule, with ongoing coaching and support.

Some of the unique opportunities that come from being an Instructor with Engaging Minds include:

- Instructors are part-time employees at Engaging Minds, and so your schedule can be designed to be flexible to your available time.
- Administrative staff members enroll students and support all scheduling so you can focus on teaching.
- Training is provided, coaching and mentoring via Learning Specialists is ongoing, and we provide opportunities for continued professional development.
- After training, extensive prep-work for sessions is not necessary.
- We match instructors with students carefully to match learning style and appropriate grade level.

### **Principle Responsibilities:**

- Deliver one-on-one tutoring with a focus on strengthening students' executive function skills.
- Remain fully engaged and focused on the student throughout each 55-minute session.
- Learn and employ the various tools and strategies provided via Engaging Minds' methodology and training, which occurs at the start of employment and with ongoing learning and development.
- Post a summary of each session via the online portal, EMChat™, within 24 hours of each session.
- Collaborate with the Schedule Coordinator for scheduling and logistics and demonstrate flexibility as changes to the schedule may occur (due to sickness, vacation, etc.).



### **The Ideal Candidate**

The ideal candidate is an experienced teacher, special educator, speech language pathologist, school counselor, social worker or graduate student within those realms with a minimum of two years' experience in the classroom or in a school. The ideal Instructor enjoys one-on-one engagement with students to impact learning outcomes. They should be passionate about education and, particularly, about strengthening executive function skills to help students find academic success. They must be collaborative and interested in working in a team-oriented environment. They should be open to coaching and support, and willing to ask for coaching and support when needed.

### **Qualifications:**

- A bachelor's degree is required. A Master's (or earning a Master's) degree in education preferred.
- Demonstrated experience in classroom teaching, school counseling, special education, speech and language, social work, and/or one-on-one work with students in a formal educational environment.
- Exceptional communication skills on the phone, in person and via email.
- Exceptional people management and relationship skills, which will include working with internal team members (e.g. Schedule Coordinator, Learning Specialist), as well as students and families.

**Compensation:** \$36/session to start, which includes the 55-minute session, plus completion of EMChat™ notes and eventual management of their schedule.

### **How to Apply:**

Send an email with a thoughtful cover letter and your resume to [jobs@engagingmindsonline.com](mailto:jobs@engagingmindsonline.com) with "Instructor" in the subject line. Please tell us how you heard about the job. No phone calls, please. For more information on Engaging Minds please visit our website at [www.engagingmindsonline.com](http://www.engagingmindsonline.com).

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