

Engaging Minds Job Posting



Position: Tutor

Position Details: The Tutor position is a part-time, hourly position reporting to a Lead Educator

Company Description:

Established in 2010, Engaging Minds offers one-on-one tutoring for students in elementary through high school to help them develop and refine the executive function skills that allow them to succeed in school and life. The company's mission is to provide students with learning skills and strategies to become motivated, independent, and confident learners. Instructors at Engaging Minds 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 his or her 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:

The Tutor delivers 55-minute, one-on-one executive function tutoring sessions focused on helping students to build the skills necessary to succeed in school. The Tutor engages directly with the student (and his/her family at drop-off and pick-up) at the Engaging Minds office site and is also responsible for providing timely feedback and communication (i.e. within 24 hours of the session) through the Engaging Minds online portal, EMChat™. The Tutor is expected to remain fully and engaged and focused on the student throughout each session.

Some of the unique opportunities that come from being a Tutor with Engaging Minds include:

- Tutors 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 manage all scheduling so you can focus on teaching.
- Training is provided, coaching and mentoring via Lead Educators is ongoing, and we provide opportunities for continued professional development.
- After training, extensive prep-work for sessions is not necessary.
- We match tutors 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 Site 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 or school counselor with a minimum of two years' experience in the classroom or in a school who enjoys one-on-one engagement with students to impact learning outcomes. He/She should be passionate about education and, particularly, about strengthening executive function skills to help students find academic success. He/She must be collaborative and interested in working in a team-oriented environment. He/She 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, 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. Site Coordinator, Lead Educator), as well as students and families.

Compensation: \$35/session, which includes the 55-minute session, plus completion of EMChat™ notes.

How to Apply:

Send an email with a thoughtful cover letter and your resume to jobs@engagingmindsonline.com with "Tutor" 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.

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