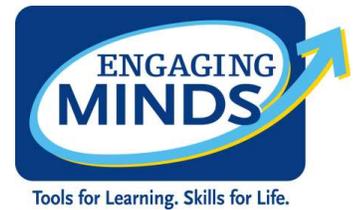


Engaging Minds Job Description Lead Educator



Overview:

The Lead Educator is responsible for the overall performance of the Instructors who work directly with students and families. He/she will be responsible for developing learning plans and strategies for students and will support Instructors in their interactions.

Reporting Structures:

- The Lead Educator reports to the President.
- The Lead Educator is responsible for managing ~20-25 Instructors, which includes oversight of Instructors' student caseload.
- ~ 20 hours/week
- Compensation: \$26.00-\$32.00/hour, commensurate with experience

Core Responsibilities:

1. Supervise EM instructors. This includes, but is not limited to: reviewing all EMChat posts, responding to instructors and working with parents as needed, monitoring instructor interaction with parents and students, providing support to instructors in their interactions with students and parents, evaluating instructor performance and providing feedback or counseling to instructors as needed.
2. Engage and introduce role to parents within two weeks of a student's first session at EM (and for all students at the start of the school year).
3. Assess student needs and develop action plans for the delivery of tutoring instruction to students. Develop learning profiles.
4. Collaborate with and support the Curriculum and Training Manager in the ongoing development of EM's unique tutoring methodology. This includes serving in an advisory capacity for the design and delivery of training materials (both for onboarding and for ongoing learning and development) for Engaging Minds' instructors.
5. Tutor students, teach various workshops (internal and external), and fill-in as a substitute instructor for one-on-one tutoring when necessary/as available.
6. After the initial inquiry, participate in the in-take process by interviewing prospective students/families and generating the basis for EM's internal Learning Profiles. Help with placement of students with appropriate Instructors based on in-take assessment.
7. Participate in the hiring process for EM instructors by interviewing candidates (in-person, via Zoom, or by phone as necessary and appropriate), assessing candidates' qualifications, strengths, and potential fit as an EM instructor. The Lead Educator will evaluate each candidate, provide input to the President, and participate in the hiring decisions.
8. Liaise with other leaders at Engaging Minds to advise and develop how team members can receive necessary and ongoing training.
9. Liaise with other Lead Educators to discuss challenges and best practices, and to coordinate any necessary plans/updates for the coming weeks and months.
10. Coordinate with the Operations Director and the Site Coordinator to ensure that Instructors are properly utilizing company systems and processes such as EMChat.
11. Be flexible as to the business needs of the company at any given time during the year, and work as a leader within the company to facilitate a positive experience for other staff, students and families.
12. Generate at the start of each month, with other Lead Educators, a News & Notes "column" focused on a "best practice" and identify and generate a brief profile for an Instructor of the Month.
13. Generate at least one blog post (300-500 words) per month on relevant-to-EM topics.



Required Qualifications and Skills:

1. Master's degree in Education, School Counseling, or Social Work and three years of experience in a school setting.
2. Exceptional people management and relationship skills, including the ability to give direct and productive performance feedback.
3. Experience exercising discretion and independent judgment in interactions with staff and customers.
4. Demonstrated experience in K-12 education.
5. Comfort with holding oneself and others accountable to high standards.
6. Exceptional written and verbal communication skills.
7. Engaged, responsive and available, both on-site and during hours when other staff members and/or family members may have questions and a time-sensitive need for response.