



JOB TITLE: Part-Time Educator (up to 20 hours), Motivate Our Minds

REPORTS TO: Academic Director, Motivate Our Minds

Mission

The mission of Motivate Our Minds is educating children and families to grow and flourish.

Primary Function

To carry out the mission of Motivate Our Minds by working collaboratively with MOM staff to:

- Plan, implement, and evaluate daily programming
- Successfully interact with children and mentors so each child may build academic proficiency through varied and age-appropriate enrichment activities

Characteristic Duties and Responsibilities

- Serve as lead teacher for assigned age group
- Develop lesson plans and instructional materials for small group instruction
- Develop plans for and lead enrichment interest groups during daily programming to help reinforce academic skills
- Use a variety of instruction strategies
- Establish and maintain effective classroom management procedures
- Enforce the MOM behavior plan consistently
- Meet regularly with program staff to plan activities supportive of the MOM mission
- Collaborate with the Academic Director to develop an individualized learning plan for each student to build academic proficiency
- Work with students and mentors to implement individualized learning plans
- Provide homework assistance
- Maintain record keeping
- Direct and collaborate with volunteers and program staff to assist with classroom activities
- Communicate with parents and mentors as necessary
- Collaborate with student's classroom teachers as needed
- Participate in curriculum development programs as assigned
- Model and reinforce positive classroom behavior

Minimum qualifications

- Bachelor's degree in education—teacher certification preferred
- Experience working with multi-age children in an educational setting—elementary and middle school experience preferred
- Ability to work in a culturally diverse workplace
- Excellent interpersonal and communication skills, both verbal and written
- Display sufficient energy level for carrying out all responsibilities
- Valid driver's license

Additional Preferred qualifications

- Two years teaching experience
- Certification in teaching students with exceptional needs and/or English language learners

Send cover letter, resume, and a list of at least three professional references to:

Mary Snyder
Academic Director
Motivate Our Minds, Inc.
2023 E. Highland Ave.
Muncie, IN 47303
ad@motivateourminds.org
765-289-1990

Review of applications will begin immediately. Position to be filled as soon as qualified candidate is found.