



## **Financial Intelligence Educator Job Description (2019)**

### **Summary:**

Ortus Academy believes that in order to have a meaningful life, a person needs a healthy relationship with money - and the earlier the better. We provide financial intelligence education - a blend of financial literacy, terms and concepts, and insights into our habits, behaviors, and mindsets that cause us to make the financial decisions we actually make.

We are looking for a Financial Intelligence Educator to help us teach in-person courses offered to Baltimore's youth and lead engaging, dynamic, and informative sessions about healthy money behaviors - so that our students can lead more meaningful, healthier, and happier lives.

The FI Educator is an as-needed teaching position, paid weekly based on number of sessions taught, during the summer months and continuing into the school year. You will be a part of a small team in a growing company where there are many opportunities for growth.

### **Responsibilities:**

**Leading Classes** - This position will start out solely as an educator position. Detailed and proven lesson plans have already written, and will be the basis from which to teach. Our classes are a blend of discussions and group activities, so facilitating open and engaging dialogue is a must. Our FI Educators are encouraged to shared their own unique personality and experience.

**Reporting & Evaluation** - Completing short reports at the end of each session and at weeks end to help assess student experience and areas for improvement.

### **Essential functions of the job may include but are not limited to the following:**

- Prepare and deliver instructional materials that facilitate active learning based on the proven lesson plans which have already been created.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.

### **Skills Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability



required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Teaching Experience** - with middle and/or high school grade levels. We teach a broad range of ages and demographics, so adaptability is very important . A teaching certificate is not required.

**Classroom Management** - With our classes being driven by activities and challenging discussions, our educators need experience with managing the ebbs and flows of different personalities and energy levels. Navigating the blend of leading and listening is critical.

**Accountability** - The ideal candidate is dependable and will communicate any personal complications well in advance so as not to diminish the student experience.

**Team Player & Autonomy** - Candidates need to be able to work as a part of a team, but also act autonomously. The ideal candidate has excellent time management skills and the ability to think entrepreneurially.

## **Other Requirements:**

**Vehicle** - Our classes are taught all around Baltimore, so educators need their own vehicle or means of transportation

**Laptop** - We have Prezi presentations for each lesson, that will need to be used. We will provide an adapter and clicker.

**Pass a Background Check** - We work with children, so a full background check will be conducted prior to employment or working with any children.

**Physical Requirements** - Regularly required to sit, stand, walk, talk, hear, operate a computer, handheld learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

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**Hours:** Approximately 4 hours (2 sessions) per week for July and August - with opportunity for more.

**Compensation:** 4 sessions of training at \$30/session, then a starting rate of \$50/session. Sessions are usually 1 hr

**Benefits:** No benefits are included in this position.

**Ideal Start date:** Training begins June 24th, first co-taught classes begin July 1st.