



## **Job Title – Empower Generations Guide**

## **Reports to – Empower Generations Program Coordinator**

### **Position Overview**

Reporting to the Empower Generations Program Coordinator, the Guide will plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages learners to develop and fulfill their academic potential through learner-driven project-based learning and other independent-study modalities. While learners are in the driver's seat of their own education, Guides work collaboratively with learners and families to design a personalized learning program. We seek individuals who are relational and care deeply about meeting the needs of young parents through a strong academic program. As a startup organization, we seek individuals who enjoy building something from the ground up and who are comfortable with the uncertainty that typically accompanies the creative process.

Empower Generations Guide's regular hours are Monday through Friday during school hours and on additional days and times as needed to participate in functions and career learning opportunities.

### **Duties and responsibilities**

- Maintain an asset-based approach in work with learners
- Develop appropriate and healthy relationships with learners, including advocating for them and their success
- Understand and apply effective strategies for intervention and differentiation for each learner, including serving English language learners and learners with individualized education plans (IEPs).
- Onboards new learners through a one-week orientation process, including assessment, learning plan, goals, and course planning
- Supervises and approves coursework
- Works collaboratively with learners to design project-based learning opportunities
- Holds learners accountable for learning plans and adjusts as necessary
- Provides reflective and meaningful assessment and feedback to learners and family using rubrics
- Collects and maintains attendance sample records and data
- Plans, implement, and assesses weekly group advisory workshops for group learning and meeting
- Maintains a daily attendance register including class attendance and work completion records
- Maintains any other required records and files on a current basis
- Evaluates learner progress on a regular basis and revises individual instructional plans as appropriate
- Utilizes appropriate materials to meet learners' identified needs
- Adapts teaching methods based on learners' identified needs and sound principles of learning
- Utilizes strategies to promote in learners a positive self-concept, self-awareness, self-discipline, responsibility and respect for others
- Establishes and maintains standards and procedures which promote an effective and positive learning environment
- Maintains a proactive and positive relationship with learners, staff, parents and community members
- Maintain open and consistent communication with learners and their families about their academic progress, health success and needs, parenting success and needs, individual graduation plans, and college planning
- Communicate proactively with colleagues about learner needs to ensure integrated support
- Be an active participant in a supportive professional community that fosters respect, trust, risk-taking, open-mindedness, flexibility, collaboration, and continuous improvement
- Dedicate themselves to the school's mission and vision, adopting a "whatever-it-takes" attitude in helping our learners succeed
- Engage in rigorous professional development to build on both personal and school-wide strengths and areas of growth to promote the school's mission and vision



- Performs other related duties as assigned

### Other Responsibilities

- Provide ongoing support and actively collaborate with all School leaders and employees to ensure that the mission, vision, values and philosophy of School is clearly understood and carried out
- Represent School in a positive and professional manner in all interactions and communications
- Follow and actively participate in development of Schools guidelines, policies and procedures
- Maintain professional competence through participation in professional development activities provided by the School and self-selected professional growth activities
- Perform other responsibilities as defined by the School leaders
- Ability to work well and deal tactfully with administrators, employees, parents, learners and the public

### Required Qualifications

- Bachelor's degree, including all courses needed to meet credential requirements
- Teaching Credential Grades 7-12
- Experience with an education setting
- Excellent communication and interpersonal skills, both verbal and written
- Very high level of personal and professional integrity and trustworthiness
- Thrive in a collaborative, team-based and fast-paced environment
- Be passionate and supportive of mission and vision as well as have a strong desire to make a difference for the future of all Empower Generations schools and learners
- Willingness to learn about pregnancy, labor, birth, breastfeeding, infant care, and childrearing

### Preferred Qualifications

- Certification in CPR/First Aid
- Experience working with pregnant/parenting teens
- Experience working with infants/toddlers
- Bilingual
- Experience with Project-Based Learning

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