

Job Title:	Mindfulness Social-Emotional Learning Educator	FLSA Status:	PT Non-Exempt
Department:	Education	Job Grade:	\$20/hour
Reports To:	Director of Education	Revised By:	Julie Braumberger/Jennifer Blue/Linda Snyder
Location:	Mansfield, OH	Revised Date:	June 2021

Position Summary

The Mindfulness/Social-Emotional Learning Educator works under the Director of Education. The core function of this position is to teach engaging mindful social-emotional learning classes to students of all ages, with a focus on Grades K-5. Our educators are also involved in supporting SEL workshops and professional development for other teachers. This person will work with our team to improve and refine our in-school program and virtual learning content. Other duties may include working with the team to create lesson plans, digital classroom activities and general product development.

Key Position Results (or Job KPI's)

The Mindfulness Social-Emotional Learning Educator is responsible for teaching the Mind Body Align At School Program and educating people of all age levels. This educator is responsible for familiarizing themselves with our programming for professional development sessions and other teacher training sessions.

- Maintains excellence in the classroom and with team members
- Delivers classroom instruction while upholding the values of the Mind Body Align At School Program
- Maintains a personal mindfulness practice (we can't teach what we don't practice)
- Shares ideas to improve programs and increase student engagement
- Incorporates teaching feedback from Director of Education
- Attends required meetings and trainings
- Able to independently teach the Mind Body Align At School Program in Grade K-5 classrooms (virtually and/or in-person)

Duties and Responsibilities

- Teach the Mind Body Align Program in schools and other community organizations. Platforms include both in-person, hybrid, and live Zoom.
- Participate in the development and creation of certain pieces of mindful education and social-emotional learning. Areas could include curriculum and program development, workshops, content development, and resources for mindful education. Creation would be for synchronous and asynchronous learning. Our programs, classes, workshops, and materials are for all ages from early childhood to adult, including specific audiences such as educators, parents, and administration. Content includes instructional materials, lesson plans, and activities.
- Stay up to date with current trends and best practices in mindful education, state and federal K-12 standards and continuing education requirements, educational theory, pedagogy and as well as SEL issues and policy.

- Collaborate with the team in order to produce mindful education content including blog posts for educational, sales, and marketing purposes.
- Communicate and collaborate effectively with pertinent educators, community partners, and the mindfulness/SEL community.
- Identify needs using analysis of data for each school, school district, and the Ohio Department of Education standards.
- Attend required team meetings.
- Communicate effectively and execute projects on time.
- Responsible for the on-time, efficient, cost-effective execution and seamless delivery of all final work.
- Work an average of 20-25 hours per week - hours need to be flexible in relationship to scheduled company activities, client schedules, events and programming. Hours to be coordinated with the Director of Mindful Education.
- Complete company provided continuing education in mindfulness.
- Honor and adhere to the company mission, values and agreements.
- Collaborate and work as part of our team to complete all of the tasks necessary to sustain and grow the company.

Critical Knowledge, Skills and Abilities

- A valid state certified teaching certificate
- Bachelor's degree or higher
- A minimum of five (5) years of successful classroom teaching experience
- Experience coaching and giving technical instruction to peers
- Experience coordinating and delivering professional development a plus, not required
- Mindfulness Education certification preferred
- Working knowledge of CASEL SEL competencies is a plus
- Ability to coordinate and collaborate with diverse groups of professionals across multiple departments and organizations
- Ability to work on small, focused teams to complete critical milestones with tight deadlines
- Ability to apply knowledge of mindfulness in the area of social-emotional learning
- Current knowledge of state, local, and federal laws and regulations affecting the lives and education of students and educators
- Able to work independently as well as cooperatively with school administration, teachers, staff, students, and the MBAwareness team
- Experience with curriculum development and lesson planning
- Ability and willingness to teach on various platforms
- Intermediate knowledge of technology to include, but not limited to, Zoom, Google Workspace, Word, Excel, Trello and communication software
- Ability to develop respectful professional relationships and trust with school administration, teachers and peers.
- Skilled in time management, ability to effectively achieve multiple goals and manage multiple projects simultaneously

- Passionate about the importance of SEL and improving the lives of students, teachers through mindful SEL
- Must possess a valid drivers license
- Must have the ability to travel between schools, if needed
- Must have the ability to work remotely

Professional Development

We prioritize professional development in order to help employees become more skilled in their position and achieve results. We also dedicate time to train as a team on competencies that will advance the company.

Technology

Must have a solid knowledge of Google Workspace (to include documents, sheets, forms, drive, slides, mail and calendar), Trello or similar project management software, Zoom

Must have reliable internet connection in remote locations along with computer equipment to perform daily job functions.

Compensation and Benefits

\$20/hour, 15-30 hour per week
 Technology Reimbursement Benefit
 Cell Phone Reimbursement Benefit
 Time off benefits to most part-time associates

Advancement Opportunities

We value advancement from within our company and we anticipate growth in our market. This position may be eligible for full-time status based on contracts awarded.

About Mind Body Align, LLC

Transforming the world through mindfulness, Mind Body Align At School improves lives by teaching mindful social-emotional learning that meets state curriculum standards in schools, to teachers, and in communities. Mind Body Align also improves the profitability of businesses by offering mindfulness education as an employee resource and benefit. Studies show mindfulness positively impacts academic and professional performance, focus, collaboration, and job satisfaction.

Signature of Employee _____

Signature of Manager _____

Date _____