

Job Title: Lead Teacher, The Laurel Learning Lab

Reports To: CEO, Director of Admissions, Laurel School Head of School, Assistant Head for Strategy

Purpose:

- The Lead Teacher coordinates the daily operations of The Laurel Learning Lab and supplementary programs.

Hours:

- Monday – Friday; 8:30am – 4:00pm
- Weekday Evening Parent Workshops, as scheduled
- Provide coverage for assistant teachers on Saturdays if they are not available

Salary:

- This is a 12-month, salaried position, with benefits

Responsibilities:

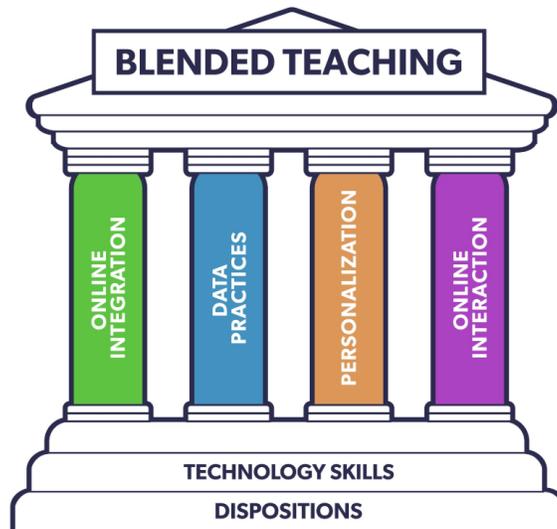
Manage, in conjunction with the CEO, all aspects of the school:

- Answer emails and check voice messages to ensure timely responses to leads and inquiries. Forward leads and inquiries to the director of admissions.
- Oversee and teach summer programming for The Laurel Lab School
- Coordinate with The Robinowitz Education Center (<https://laureducation.org/robinowitz-education-center/>) professional development workshops on-site
- Conduct parent and adult workshops, in conjunction with The Robinowitz Education Center
- Conduct parent workshops, both in-person and virtually, for perspective families
- Communicate with parents about the progress of their child(ren)
- Manage any full or part-time staff members and their schedules, ensuring coverage for weekend sessions and afternoon supplementary programming
- Send a weekly business and operations update to the CEO, assistant head for strategy, and director of admissions
- Work with the director of admissions to ensure all application files are completed and necessary billing is made (Note- All official files will be kept at The Laurel Education Campus in Hopewell, NJ)
- Suggest to the CEO and the director of admissions marketing and advertising ideas to generate business
- Promote and market, in conjunction with the director of admissions, the micro school
- Network with potential feeder sources for the school

Serve as the pedagogical leader of the school:

- Serve as the primary teacher and tutor:
 - Supervise self-paced learning
 - Conduct Socratic Discussions
 - Implement Experiential and Tactile Learning Experiences
 - Implement educational technology that encourages a self-paced, personalized learning experience
 - Produce progress reports and report cards

Integrate multiple modes of education delivery, including a high emphasis on blended learning:



- **Online Integration** – the ability to effectively combine online instruction with in-person instruction.
- **Data Practices** – the ability to use digital tools to monitor student activity and performance in order to guide student growth.
- **Personalization** – the ability to implement a learning environment that allows for student customization of goals, pace, and/or learning path.
- **Online Interaction** – the ability to facilitate online interactions with and between students.

Requirements:

- 4-year degree in education and/or Master's in education
- Wilson Language Trained / Orton Gillingham Trained, preferred

- If not Wilson Language Trained, obtain training from The Robinowitz Education Center as soon as possible
- Experience managing a team and the ability to work independently
- Superior communication skills and a customer-service mindset
- Advanced experience in the use of educational technology and learning platforms
- Experience facilitating Socratic discussions
- Experience with personalized education plans
- Sign a non-complete and non-disclosure agreement