



JOB DESCRIPTION

QUALITY ASSURANCE COACH (QAC)

Pay Range: \$28.00/hr. - \$38.00/hr. DOE

Reports to: Director of Instruction

Status: Part-time & full-time positions available

Must be available, at minimum, from 1:30pm – 6:30pm Monday - Friday

COMPANY SUMMARY: Enchanted Education is a STEAM (science, technology, engineering, arts, and mathematics) learning and Career Technical Education company inspired by the innovators and pioneers of the themed entertainment industry. Comprised of former public school educators and theme park industry experts, Enchanted Education is supporting schools and school districts in achieving their educational goals. Enchanted Education brings the magic of learning to life through hands-on, project and problem-based, experiential learning opportunities in science, technology, engineering, arts, and math for students kinder through college. With a variety of products and services that unlock the magic and mystery of theme park attractions, Enchanted Education sparks imagination, ignites creativity, inspires curiosity, challenges conventional thinking, and increases levels of hope and engagement for the students we serve.

JOB SUMMARY:

Under general supervision of Enchanted Education's Director of Instruction, the *Quality Assurance Coach* is responsible for ensuring the safety and quality of educational programming. The Quality Assurance Coach provides supervision, operational support, training, and instructional coaching to our Creative Learning Specialists and Creative Learning Instructors in the areas of science, technology, engineering, arts, and mathematics to TK-12th grade students on school campuses and beyond during regular school hours/days, afterschool hours, and non-school hours/days, as needed. The *Quality Assurance Coach* will participate in and provide professional development, plan lessons, develop activities, model STEAM lessons, and perform a

variety of other related tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Effectively demonstrate mastery of health, safety, and student interaction expectations and protocols.
- Monitor and supervise all assigned staff members, youth participants, and program activities.
- Plan and provide professional development to staff members.
- Proficiently manage small and large groups of students.
- Proficiently manage staff work schedules and daily activities.
- Conduct phone screenings and zoom interviews of staff candidates.
- Onboard new staff.
- Perform effectively as a lead instructor.
- Facilitate weekly team meetings/calls/zoom sessions.
- Teach and model STEAM concepts successfully with groups of twenty students or more.
- Differentiate lessons/instruction for younger/older and beginner/more advanced learners.
- Plan safe, organized, fun, and engaging lessons that support teamwork and collaboration and lead to successful attainment of the student objectives.
- Utilize instructional and communication strategies that recognize and celebrate the contributions of diverse cultures while also promoting equity, diversity, and inclusion.
- Utilize hands-on, project-based, inquiry-based, student interest driven strategies and techniques for effective lessons.
- Communicate effectively with coworkers, school staff, after school staff, district level staff, students, and parents and other stakeholders.
- Maintain cooperative and effective relationships with those contacted in the course of work.
- Accurately complete forms and paperwork.
- Meet deadlines.
- Perform duties and responsibilities as assigned

EDUCATION and/or EXPERIENCE REQUIRED:

- 2 Years of successful experience working in the youth development field.
- 2 Years of successful experience managing staff.
- *Classroom teaching experience preferred.
- *Experience teaching one or more specialties, preferred.

QUALIFICATIONS: 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.

- High School Diploma or GED
- Bachelor's Degree from an accredited college or university.

- Ability to pass background checks, drug screen, and employment physical.
- Valid state driver's license or California ID card.
- Has reliable transportation
- Knowledge of sound instructional practices
- Knowledge of sound classroom/group management skills
- Uphold and support the standards of Enchanted Education LLC
- Demonstrate skill and knowledge K-12 STEAM standards
- Manage time and prioritize tasks efficiently.
- Seek out and accept direction and feedback from supervisor and colleagues and follow through appropriately.
- Demonstrate trustworthiness and responsible behavior.

Skills/Abilities

The ideal candidate has the following key strengths/skills

- Fluent in English & Spanish
- Excellent organization skills
- Excellent oral and written communication skills
- Excellent leadership skills
- Strong emotional-intelligence skills
- Good judgement-making skills
- Good forward-thinking skills
- Passion for serving youth, and the staff that serve them.

The ideal candidate has the following key abilities:

- Ability to understand key factors impacting youth development field
- Ability to plan and implement effective operations
- Ability to take initiative
- Ability to collaborate as well as work independently
- Ability to be creative and think outside of the box
- Ability to be adaptable and flexible
- Ability to learn new things

SUPERVISORY RESPONSIBILITIES: This position requires supervision of staff and students.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

While performing the duties of this job the employee is regularly required to stretch, stand, kneel, squat, walk, sit, run, and requires hand, arm, leg, foot, and finger dexterity. Requires regular physical work; some lifting, pushing, or pulling of objects over 50 pounds. Requires visual acuity to supervise children, read words and

numbers and speaking and hearing ability sufficient to supervise children and communicate in person or over the phone.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

ENCHANTED EDUCATION EMPLOYMENT STATEMENT: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Enchanted Education's at-will employment, duties, and responsibilities are subject to the Enchanted Education Employee Handbook.

Employee Name
(Please Print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

HR Signature: _____ Date _____