



Venture School Instructor

Venture Upward empowers families to cultivate a love of learning through high-quality curriculum, mentorship, and community support. Our mission is to make home education accessible, clear, and engaging for every family we serve.

Venture Upward's Venture School program is an extension of the purpose of Venture Upward by creating a place where families and students come together to learn, socialize, and, most importantly, build community and friendships.

Venture School Overview:

- Each Venture School location is overseen by a Site Manager
- Venture School meets once a week for approximately 4.5 hours
- A typical day includes four classes and a lunch period. Class length ranges from 45 minutes to an hour.
- School size ranges from 30 to 100 students. Class sizes average 15 students per class.
- Each class will have one instructor and either an assistant or a floating assistant.
- Classes are enriching in nature. They are not intended to replace core home instruction and typically do not include homework or assessments.

Job Duties and Responsibilities:

- Developing course descriptions, curriculum, syllabus, and a supply list for their classes, which will be approved by the Site Manager before each semester begins.
- Venture Upward curricula may be available depending on the course topic
- Developing age-appropriate classroom activities, lectures, and topics of discussion to keep students engaged while encouraging class participation.
- Assessing and adjusting activities as needed to best meet the needs and abilities of those students in each class.
- Ability to work with special education students and adapt lessons accordingly.
- Ensure that each student abides by Venture School's Student Code of Conduct and implements Venture Upward's Discipline Policy as needed.
- Communicate regularly with Venture School Site Manager and parents/guardians.
- Find a substitute teacher when necessary from the approved list. Each instructor needs to create a lesson plan at the beginning of each semester for a substitute to follow in case of last-minute absence.
- Manage class supplies and keep within the allocated/allotted budget.
- Attend weekly site meetings.

Job Expectations:

- Supporting students and instructors during Venture School days
- Help create a welcoming and respectful environment

Position Details & Compensation:

Department: Operations

Reports To: Venture School Site Manager

Employment Type: Part-time position

Hours: 5 - 8 hours per week

Compensation: Starting range of \$20 per hour

Licenses/Degrees: High School Diploma or equivalent

Skills & Competencies:

- Strong verbal and written communication
- Motivational and leadership skills
- Classroom and student behavior management skills
- Good listening skills.
- Ability to stay organized in a dynamic work environment.
- A passion for helping children become lifelong learners and develop a love of learning.

Technical / Equipment:

- Reliable computer and high-speed internet access
- Proficient with Google Docs, Sheets, and Google Meet

Other Requirements:

- Ability to work independently and manage multiple responsibilities
- Professional and approachable demeanor for interacting with team members and families
- Flexibility to step in and support operational tasks as needed.

Equal Opportunity Statement - Venture Upward is an equal opportunity employer and values diversity in our workforce. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.