



EnACT Your Future  
440 Burroughs St  
Detroit, MI 48202  
313-769-9499

## ENACT'S SAT INSTRUCTOR DESCRIPTION: WHAT IT'S LIKE AND WHY YOU SHOULD DEFINITELY APPLY

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### OUR TEAM

*"Deep meaning and purpose in our work, balanced on a foundation of fun and high performance - that's how I would describe EnACT." – Katharine, SAT Teacher & Lead Curriculum Designer*

We're a team of urban educators who love designing life-changing learning experiences. We teach SAT prep that students actually love – in communities where it's most needed. We're out to create opportunities and change what's possible for students in need.

### THE POSITION

*"If you're someone who's seriously committed to growth, community, and impact, you've met your match. Be prepared to rock your own socks." – Sorscha, SAT Teacher & Sustainability Designer*

We're seeking educators with an undying love for learning and growing to help us build an amazing company that changes how people live and learn. Right now, that looks like teaching SAT prep classes to students in need, helping us crack the code of designing incredible learning experiences, and contributing to our company's growth and success through whatever your special sauce is. Above all, we want someone with whom to form a lasting and meaningful relationship of deep reward and contribution.

### QUALIFICATIONS

You **don't** need to be a certified teacher or an SAT master (yet...). We care way more about...

- Experience and comfort level with environments with high levels of change and uncertainty and which require rapid learning and adaptability.
- Experience successfully teaching or tutoring in a classroom setting at a low-income school and are familiar with typical challenges in student behavior and organizational effectiveness.
- Confidence in your abilities that, with two months of training and preparation, you would feel ready to teach SAT reading, writing, and math to students of 5<sup>th</sup> to 9<sup>th</sup> grade readiness levels.
- Openness to participation in growth structures (i.e., self-development seminars, performance coaching, instructional coaching, and peer critiques) that require deep reflection, feedback, and discomfort.
- Comfort level in a setting with unconventional and fluid work/life boundaries, including a nonstandard work week, seasonal fluctuations in workload, and vulnerable conversations with coworkers and leadership.
- Openness to examining and sharing openly about your thoughts and feelings, your experiences of failure, and your tensions with other team members.
- Ability to use (or rapidly build) a personal management system to successfully manage multiple and evolving responsibilities, meetings, and tasks with security and integrity.

## WHY JOIN US:

### WHAT YOU'LL EXPERIENCE HERE THAT YOU WON'T ANYWHERE ELSE

Here's the short version: you'll experience a life-changing workplace, a liberating culture, and an unbelievably sweet version of yourself you can't even picture yet. For the long version, see below. We asked our team this question, so we're sharing directly from the source.

#### PROFOUND PURPOSE AND BELONGING

- > *"For the first time in my adult life (and maybe ever), EnACT gave me a community of people I could finally feel at home with, a community of people who support each other, have fun at work, work unbelievably hard, and are committed to making a massive impact." – Sorscha, SAT Teacher & Sustainability Designer*

#### ENDLESS GROWTH

- > *"Being at EnACT has changed my life in every regard. I've evolved and grown into the person I would have only dreamed of being years ago. I'm proud of how resilient and empowered I am." – Katharine, SAT Teacher & Lead Curriculum Designer*
- > *"No other team on this planet has the culture and growth that we do. This isn't a job that you can leave because the self-work never stops. You will evolve as a human being on a level that you didn't think was imaginable." – Nikki, SAT Teacher & Operations Overlord*

#### RADICAL AUTHENTICITY

- > *"I've worked in 6 different school districts across metro Detroit, and none of them have the tight camaraderie, empathetic leadership, or fun and freeing culture that we have. Working in every school district thus far has required some small death of my own personality to "make it work." With EnACT, I've not only been able to be myself, but I've been able to grow that person into someone I love even more than when I started." – Steve, Instructional Coach*
- > *"I have never experienced such an open, authentic, and caring community of co-workers. Honestly I just feel lucky every time we're together. Everyone is welcomed to be their complete self." – Katharine, SAT Teacher & Lead Curriculum Designer*

#### RIDICULOUS HUMOR

- > *"We have the same competitive, petty, and playful relationship dynamics you would expect of arguing siblings. Our work meetings involve musical chairs, mimicking dinosaurs, and improv beat-boxing in the context of training on effective negotiation tactics." – Sorscha, SAT Teacher & Sustainability Designer*

#### UNPRECEDENTED PERFORMANCE

- > *Our team is incredibly high-performing and growth-oriented, we are in constant learning and evolution mode, and we are laughing about 40% of the time. Show me a place that can blend the two as well as we do, and I'll give you a lollipop. – Myles, Culture Designer & Life Coach*
- > *"I experience immense growth, challenge, and accountability inside a space of enormous respect, play, and camaraderie." – Sorscha, SAT Teacher & Sustainability Designer*

## THE ROLE:

### WHAT YOU DO, HOW IT'S MEASURED, & HOW YOU'RE SUPPORTED

#### ROLES & RESPONSIBILITIES

- **Teaching:** Facilitate amazing SAT Prep classes that grow students' SAT scores and build lasting skills with your own brand of fun, firmness, and relatability. (We provide the curriculum. It's written by our team, and it's the most strategic and engaging stuff you'll find!)
- **Learning:** Learn game-changing approaches in a weekly two-hour workshop on Wellness, Performance, or Instruction – then apply what you learned in life or in the classroom and share the results.
- **Learning:** Contribute to your peers' growth through a monthly peer critique where you watch their lesson footage and provide thoughtful feedback, and film yourself and receive critique once a year.
- **Coaching:** Create an annual Instructional Growth Plan with your instructional coach to transform the area that will make the biggest difference in your teaching.
- **Coaching:** Celebrate glows and troubleshoot grows in a weekly 30-minute coaching call with your instructional coach.
- **Coaching:** Create an annual Performance Growth Plan with your life coach to guide your path to peak performance over the year.
- **Coaching:** Create breakthroughs in performance and life through bi-weekly life coaching sessions designed to process your greatest challenges, fears, and breakdowns.
- **Communication:** Respond daily to team messages, requests, and outlandish GIFs in Slack, our team communication platform.
- **Communication:** Manage your schools' SAT prep program through on-point communication and coordination with our ops team and your school partner (e.g., sending monthly email updates, uploading sign-in sheets to help us get paid, and ensuring tests and books make their way to your school).
- **Community:** Join us in witty banter / outrageous competition / juvenile humor during our monthly team socials.

#### PERFORMANCE EVALUATION & FEEDBACK

The CEO and instructional coach provide formal evaluation and feedback twice a year (with many informal opportunities throughout). Your overall evaluation is 50% general performance (communication, reliability, quality, problem-solving, ownership, and community) and 50% instruction. For instruction, we use student SAT growth, student reviews, instructional observations, and program management data to assess the following:

- Deliver high-impact learning experience. (25%)
- Raise students' SAT scores by 60+ points. (25%)
- Make learning engaging and fun. (15%)
- Manage classroom behavior effectively to create space for meaningful learning. (15%)
- Embrace coaching with openness and commitment. (10%)
- Maintain strong partnerships through proactive management and communication. (10%)

## YOUR CONTRIBUTION & IMPORTANCE TO THE COMPANY

We're a small start-up of nine that is constantly evolving and growing. That means we all play a mission-critical role in our team's success, and we have the freedom and opportunity to grow our roles based on what we love and excel in.

- **Nikki Page**, former bike mechanic at The Hub of Detroit, began as an SAT Prep instructor. After demonstrating inhuman levels of productivity and reliability, she also became our Operations Overlord, ensuring that our programs run as efficiently and reliably as she does.
- **Katharine Buckley**, former City Year tutor, began as an SAT Prep Instructor. After she repeatedly found activities to make our lessons more fun and interactive, she also became our Lead Curriculum Designer, exercising her spirit of creativity and play through learning design.
- **Patrick Killian**, former City Year tutor, began as an SAT Prep tutor. With his quantum-level precision and penchant for deep analysis, he became our team Data Analyst, creating a model to illuminate practice test results so teachers know exactly what skills students need the most work on.

## SUPPORT & DEVELOPMENT STRUCTURES

*100% of team members agreed with the statements, "I have what I need from the company to be effective in my role" and "I feel supported by the actions, decisions, and communication from leadership." 100% of our teachers rated our professional development sessions highly valuable in improving their instruction.*

We invest deeply in our team members' continual growth and excellence because, well, those are two of our core values, and that's kind of our secret sauce. It's how we're able to take teachers with no experience to routinely being rated by their students as better than their classroom teachers. Besides, teaching in the schools we work in comes with many stressors, and we're serious about providing you with the support to succeed and thrive amidst the challenge.

- **Wellness Training:** Monthly workshop led by our Culture Designer / Life Coach on topics like mindfulness, communication, and stress management to support your self-mastery, quality of experience, and emotional regulation.
- **Performance Training:** Monthly workshop led by our CEO on topics like creative problem-solving and negotiation to build your skillfulness in performance areas beyond teaching.
- **Life Coaching:** Bi-weekly coaching sessions with our Life Coach to support a growth area you identify as the single thing that will make the biggest impact on your performance... and get everything you want from life. (For real, though.)
- **Instructional Training:** Monthly workshop led by our Instructional Coach on topics like classroom management, student engagement, and meaningful review to support your nonstop growth as an educator.
- **Instructional Coaching:** Weekly coaching calls and classroom observations with your Instructional Coach to support a growth area that you identify as the single thing that will make the biggest impact on your teaching.
- **Peer & Self Critiques:** Monthly peer critiques where you observe your peers teaching and provide thoughtful feedback. Once a year, you record and critique yourself and receive feedback from your peers.

## SEASONAL SCHEDULES & FLUCTUATIONS

- **Fall:** Between September and December, most of our teachers spend 20 – 30 hours a week teaching. Some teach five days a week at one school, while others teach three to four days a week at two schools. Most spend an additional 10 – 15 hours on meetings, coaching, workshops, communication, and lesson prep.
- **Winter:** Winter is our busiest season. Between January and March, most teachers are teaching an after-school or weekend program in addition to their in-school program, which looks like 25 – 35 hours a week of instruction. Just like the fall, most teachers spend an additional 10 – 15 hours on meetings, coaching, workshops, communication, and lesson prep.
- **Spring & Summer:** Spring and summer are our lightest seasons. Some teachers are done teaching after the SAT ends, whereas others continue to teach until mid-June. Starting in July, most teachers will teach one or two community programs, which might look like two days a week of instruction over a six-week period or a two-week period where you teach a daily boot camp. The rest of the time is spent designing, improving, and building in whatever domain team you're part of, which could include Culture, Curriculum, Data, Operations, or Instruction. Most teachers have somewhere between 10 to 25 hours of weekly work over the summer.

## COMPENSATION

Our teachers start at \$20 / hour. Some part-time members are paid on a wage basis, and most full-time members are paid on a salaried basis. We're striving to move in the direction of salaries for all full-time teachers. Your specific compensation structure will probably depend on your role and be discussed with the CEO upon joining our team.

## BENEFITS

- **Unbeatable Culture:** We have the tough conversations that most people avoid for a lifetime in and beyond work to share tensions, process conflicts, and better understand one another. We actually crack the double entendres that you've probably tried not to laugh at our Friday afternoon meetings over free beer (mmm-hmm, you heard right) and petty competition. Everyone is riding for the same cause and being their unabashed, fully expressed selves.
- **Transformational Work:** You will be paid to self-actualize. You will receive some of the best-in-class resources to continually evolve your life, performance, and relationships. Not only will you participate in a weekend-long transformational seminar, The Landmark Forum, as part of your onboarding process, but you'll receive life coaching twice a month to take on your deepest challenges and produce radical breakthroughs.
- **Exceptional Support:** There probably isn't a school district you can join that invests so deeply in their teachers or provides such high-impact and extensive coaching and support.
- **Ride-Or-Die Team:** When one of our team members was going through a break-up, all the women of EnACT hosted a wine and popcorn tissue fest to help her through the weekend. We show up at one another's Ultimate Frisbee tournaments, host one another when we need places to crash, and organize birthday parties on one another's behalves.
- **Health Insurance:** Oh, right. We also provide health insurance with decent coverage for full-time team members at a low cost.



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## THE PROCESS:

### HOW TO APPLY & HOW LONG IT TAKES

#### BUT FIRST, A WORD ON WHY THIS PROCESS IS EXTRA LARGE

- It's *not* because we think our time is more important than yours – we promise. If it makes you feel any better, for the time that you spend applying, we're working through all of the applications by a factor of... a lot. We're not trying to waste your time. Actually, we're trying to save it (and ours!) by designing the most thoughtful process based on research, best-in-class practices, and experience.
- Ultimately, this process is like dating (minus the speculation about how long you should wait before responding to, "What's up?"). It's a mutual assessment of the potential for a relationship of longevity, compatibility, and deep reward. It's as much about us assessing your future with us as it is about you assessing us – and that's why we've designed it to convey what working with us will be like as authentically as possible. Many aspects of the experiences and challenges you'll receive are those that our teachers participate in on a regular basis.

#### AND SECOND, A WORD ON THE TWO SEPARATE ROUNDS OF HIRING

- There are two rounds of hiring. Right now, we want two full-time teachers, and we're always looking to add to our part-time teachers.
- You're strongly encouraged to apply during our first round of hiring, as Round 1 applicants will be receiving priority for available positions. Round 2 will only be conducted on an as-needed basis if some positions aren't filled after Round 1, which means if you apply after 5/24 and all positions have been filled, we will not be taking the process any further.
- You'll be hearing from us on 6/17 if Round 2 is officially moving forward and whether or not you've progressed to the semi-finalist stage.
  - If you are applying for Round 2, make sure you set aside the time for the SAT Test on 6/22, as that is a requirement for reaching the next round.
- The dates for each round of hiring are on the next two pages. You'll notice the process is different for Round 1 and Round 2.



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**ROUND 1 APPLICATION PROCESS & TIMELINE**

STAGE	TASK	DATES	EST. TIME
<b>Applicant:</b> Await a response by 5/27 on your status.	<b>Online Application:</b> Submit your written application at <a href="http://www.enactyourfuture.com/jobs">www.enactyourfuture.com/jobs</a> .	By 5/24 at 11:59 PM	2 hrs.
<b>Semi-Finalist:</b> Yay! You'll get an email to schedule your demo lesson, but begin planning it now.	<b>Demo Lesson &amp; Debrief:</b> Teach a 45-minute lesson to our students and debrief on the experience with our instructional coach.	5/20-6/7	1.5 hrs.
<b>Finalist:</b> Double yay! You'll get an email to schedule your interview. Set aside 4 hours to complete the Challenge Exercises, and be sure to hold the date for the SAT Test. Also, be sure to hold the date for Culture day.	<b>Challenge Exercises:</b> Complete a set of online challenge exercises that will be sent to you and due based on when you submit your application.	6/3-6/9	4 hrs.
	<b>Interview:</b> Interview with key members of our team.	6/3-6/12	1.5 hrs.
	<b>SAT Test:</b> Take an SAT diagnostic test on one of the two dates offered.	6/8, 10:30 AM-2:00 PM	3.5 hrs.
	<b>Culture Day:</b> Participate in a series of challenges with other finalists and meet our team members.	7/12, 1:00 PM-7:00 PM	6 hrs.
<b>Best Day Ever!</b>	<b>Offers Made:</b> Receive an offer from our team!	7/15-7/22	18 hrs. total

## ROUND 2 APPLICATION PROCESS & TIMELINE

STAGE	TASK	DATES	EST. TIME
<b>Applicant:</b> Await a response by 6/20 on your status.	<b>Online Application:</b> Submit your written application at <a href="http://www.enactyourfuture.com/jobs">www.enactyourfuture.com/jobs</a> .	By 6/14 at 11:59 PM	2 hrs.
<b>Semi-Finalist:</b> Yay! You'll get more details via email. Plan for 4 hours of challenge exercise work and schedule an SAT test date.	<b>Challenge Exercises:</b> Complete a set of online challenge exercises that will be sent to you via email.	6/20-6/26	4 hrs.
	<b>SAT Test:</b> Take an SAT diagnostic test on one of the two dates offered.	6/22, 10:30 AM–2:00 PM	3.5 hrs.
<b>Finalist:</b> Double yay! You'll get an email to schedule your interview, demo lesson, and debrief. Be sure to hold the date for Culture Day and start preparing a lesson.	<b>Interview:</b> Interview with key members of our team.	7/1–7/12	1.5 hrs.
	<b>Demo Lesson &amp; Debrief:</b> Teach a 45-minute lesson to our students and debrief on the experience with our instructional coach.	7/1–7/13	1.5 hrs.
	<b>Culture Day:</b> Participate in a series of challenges with other finalists and meet our team members.	7/12, 1:00 PM–7:00 PM	6 hrs.
<b>Best Day Ever!</b>	<b>Offers Made:</b> Receive an offer from our team!	7/15–7/22	<b>18 hrs. total</b>