



EMPOWER ACADEMY AIDE (EAA)

Department: Restoration (Residential program)

Status: Non-Exempt, Full-Time Hourly

Reports To: Empower Academy Educator

Hours: Monday - Friday, 8:00 am - 4:00 pm

Location: Mount Arukah campus, Northeast Oklahoma

Position Summary

The Empower Academy Aide (EAA) serves a crucial role in The Demand Project's residential program at Mount Arukah, designed for minor girls who have survived human trafficking, online enticement, and/or commercial sexual exploitation—or are at significant risk of these crimes. The EAA works closely with the Empower Academy Educator to facilitate high-quality, trauma-informed education to residents, ensuring a supportive and structured learning environment that promotes healing and personal growth.

Competencies

- **Educational Skills:** Proficiency in teaching and instructional methods, with a strong understanding of individual learning needs, particularly for trauma-affected students.
- **De-escalation Skills:** Ability to manage and calmly diffuse challenging situations.
- **Technology Proficiency:** Comfortable with Google Suite and other educational software as needed.
- **Creativity and Engagement:** Ability to plan and facilitate fun, engaging activities that make learning enjoyable and accessible.
- **Confidentiality and Professionalism:** Strict adherence to confidentiality regarding residents and program details.
- **Positive Attitude:** Demonstrates a professional, positive, and adaptable attitude.
- **Teachability and Flexibility:** Willingness to learn new approaches, respond to feedback, and adjust methods to meet students' needs.
- **Organization and Planning Skills:** Effective in planning lessons, tracking progress, and organizing resources.
- **Communication Skills:** Strong oral, written, and electronic communication abilities, with a trauma-informed approach.
- **Crisis Management:** Ability to remain calm and resourceful during crises.
- **Trauma-Informed Practices:** Understanding of and commitment to trauma-informed teaching.
- **Relationship Building:** Skilled at building trust and rapport with diverse backgrounds and experiences.
- **Boundaries and Accountability:** Ability to maintain healthy boundaries and promote accountability among residents.

Essential Duties

- Responsibilities Regarding Insight School of Oklahoma (ISOK)
 - Monitor online activities to ensure students are focused on coursework and maintaining digital boundaries.
 - Support students in attending live classes, taking notes, and staying on track.

- Ensure daily assignments are completed or have a plan for completion; provide assistance as needed.
- Provide periodic breaks to help manage restlessness and focus.
- Facilitate engagement in live classes and track participation.
- Communicate with ISOK teachers as needed, encouraging respectful self-advocacy among students.
- Coordinate with ISOK teachers regarding absences and assignment retakes to achieve academic goals.
- Support students in achieving their Journey Plan education goals.
- **Additional Responsibilities**
 - Collaborate with the EA Educator to develop educational activities and outings during school breaks, working around any summer school obligations.
 - Work closely with the EA Educator, staff, and volunteers to ensure seamless team support and duty-sharing.
 - Transport residents to school-related outings and therapy sessions as needed during school hours.
 - Maintain a safe, consistent, and empowering environment that nurtures residents' healing and growth.
 - Enforce discipline, self-control, and positive campus culture, promoting peace, truth, trust, and unity.
 - Administer logical consequences and reinforce house rules.
 - Organize and facilitate fitness activities to support residents' physical well-being.
 - Develop and implement fun, creative learning opportunities.
 - Commit to continuing education in trauma-informed teaching and various learning styles.

Minimum Qualifications (Knowledge, Skills, Abilities)

- High school diploma or equivalent required; post-secondary education in education or social sciences preferred.
- Experience with children, especially those with trauma backgrounds or behavioral challenges, is preferred.
- Willingness to work in a collaborative, team-oriented environment.
- Experience in educational settings, particularly in alternative or special education, is a plus.
- Must pass a fingerprint-based background check.
- Completion of at least 24 hours of mandatory training, including trauma-informed care, de-escalation techniques, and program-specific protocols, is required prior to working independently.



Working/Living Conditions

- Monday through Friday, 8:00 AM - 4:00 PM at the Mount Arukah campus.
- Three weeks (120 hours) of paid time off annually, with restricted time off in July and December to support program continuity.

Compensation

- The Empower Academy Aide is a full-time, non-exempt position that pays \$16 per hour and is eligible for benefits after 90 days of employment.