

Company: Kumon Learning Center

Job Title: Learning Center Chief Assistant

We are seeking an energetic and organized individual who loves children to assist Instructor in running learning center.

The Chief Assistant is responsible for assisting the Instructor in the overall running of the center(main class student instruction, lesson planning, parent communication, the training of our employees by providing a model center in which they can work/learn, etc.)

The Chief Assistant will be fully trained in the learning program, before assuming there full-time duties.

Requirements:

Bachelor's Degree Preferred.

Teaching Experience and Willingness to follow the learning methods.

Excellent interpersonal and communication skills with adults and children

Strong computer skills for data entry

Strong Math and Reading aptitude(Fundamental understanding of High School Mathematics)

Excellent written and public speaking skills

Commitment to making a difference in the community and belief in the important of education

Ability to work afternoons from 2-7 pm(2- 3 times / week)

We are an affirmative and equal opportunity employer. Employment offers contingent of successful background checks.

For consideration, please e-mail your resume and salary requirements at edh.learningcenter@gmail.com