Math & Reading Assistant

EMPLOYER:
Kumon Math and Reading Centre of Port Moody is committed to help children to develop their full potential by ensuring quality of instruction on the Kumon methodology and by ensuring children to practice self-study and self-empowerment skills. Our centre is located at 221 Ioco Road, Port Moody.

COMPENSATION:
as per experience

EMPLOYMENT TYPE:
Part-time. The Math and Reading Assistant will work fixed part-time shifts on Tuesdays and Thursdays from 03:00 pm to 07:00 pm. *** Please do not apply if you cannot commit to this schedule ***

ESSENTIAL JOB FUNCTIONS:
- Mark all class work and homework
- Provide hints to guide students through their work
- Ensure students complete their class work and corrections
- Take the “Oral Reading Scores” for each student
- Provide assistance to young students (pre-school age)
- Give positive reinforcement
- Keep notes of observations of how students are working
- Maintain a neat and professional work area
- Assist with cleaning and organizing the Centre

REQUIREMENTS:
- Excellent Math and English skills (Grade 11 level)
  ** A written assessment is part of the screening process**
- Enjoy working with children
- Have patience, be sensitive and polite
- Ability to communicate effectively with children, parents and colleagues
- Demonstrated ability to multitask
- Dependable, friendly, presentable, enthusiastic
- Customer Service oriented

OTHERS:
- No teaching experience is necessary. However, previous work experience in a Kumon Centre an asset. Experience in working with children also an asset.
- As part of screening process, a Police Screening will be requested for applicants 18 years old or older.

If you feel this is right role for you, please send your resume to deniodilascio@ikumon.com
To learn more about Kumon, please visit to our website: www.kumon.ca