



Job Type: Part-Time

Compensation: Based on experience, negotiable

Education:

Highly preferred - Multiple Subject Teaching Credential, Reading Certificate or Single Subject Math Credential.

Preferred – Undergraduate Degrees in Education, Child Development, English, Math

Will consider highly motivated college and high school students for various other assistant positions

Schedule Requirements: Monday/Thursday 2-7 p.m. and/or Tuesday/Friday 12-5 p.m.

For Immediate Consideration, please email resume and a letter of interest to:

foothillranch_ca@ikumon.com

Job Description for Assistant/Grader/Early Learner Assistant

The assistant's job is to assist a diverse population of children in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live.

Responsibilities include: **Instructional**

Process

- Works with the center instructor in implementing the Kumon Method for each individual student.
- Works with the teacher in planning and implementing a program of study designed to meet individual needs of students.
- Works with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Works with the teacher in encouraging student enthusiasm for the learning process and the development of good study habits.
- Works with the teacher in providing progress through authentic observations.
- Uses effective oral and written expression.
- Works with the teacher in recognizing learning problems and makes referrals as appropriate alongside the teacher.
- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the service to students.

Classroom Management

- Works with the teacher in implementing, in accordance with center guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the center hours for the supervision of students at all times.
- Works with the teacher in providing for the supervision of assigned students when circumstances require a brief absence from the assignment.

Data Entry and Grading

- Follows established guidelines for CMS data entry.
- Keeps all student records confidential and exercises discretion when talking to parents to ensure student privacy.
- Promptly grades student worksheets upon submission and returns classwork for corrections, if needed.
- Grades homework promptly and accurately to return to students.
- Follows all grading guidelines according to the process outlined in Employee handbook.

Public Relations

- Upholds and enforces center policy, administrative procedures, and center rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our center and the Kumon Method to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

Professional Growth

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Cooperates with the administration in planning appropriate in-service training programs at the center.
- Attends staff and committee meetings as required.

Student Evaluation

- Works with the instructor in evaluating accomplishments of students on a regular basis using multiple assessment methods such on-going formative notes, rubrics, samples of students' work, data from CMS Standard and other reports as available.
- Works with the teacher in making appropriate adjustments in the instructional program and as required.
- Respects the confidentiality of records and information regarding students, parents, and instructors in accordance with accepted professional ethics, and state and federal laws.