

Kumon of Knoxville-Green Valley

1645 Downtown West Blvd., Suite #23
Knoxville, TN 37919
865-290-0700

knoxvillekumon@gmail.com

Early Learner and Primary Instruction Assistant

We are Kumon because:

- 1. We believe in the limitless potential of every single child that walks through our doors.*
- 2. We believe that study should be driven by the individual child & that self-learning is the result.*
- 3. There is NO SUCH THING AS GOOD ENOUGH, THERE IS ALWAYS SOMETHING BETTER.*

Kumon of Knoxville-Green Valley is looking for friendly, engaging personalities to work directly with young students learning the fundamentals of reading and math. Staff will also grade student's work quickly and accurately using company tools, as well as perform other duties as required.

Job Requirements:

1. Must have a willingness to learn and follow the KUMON METHOD
2. Must exhibit strong interpersonal and communication skills
3. Must be at least 15 years of age
4. Must pass a criminal background check (if over 18 years of age)
5. Must have GPA of at least 3.0
6. Must be fluent in the English language and possess good math skills
7. should be able to work Mondays/Thursdays 3:00 – 7:00 (plus other hours based on your schedule, & as needed for staff trainings)

Job Description:

1. Work with up to two students completing their Kumon assignments
2. Monitor and maintain student's pace while working on class assignments which helps develop concentration and work skills
3. Encourage students to use proper stroke order, pencil grip, and digit size, modeling correct methods may also be necessary
4. Communicate information to the instructor regarding student progress or areas that need further development

If you are willing to be a part of a team, have a passion for working with children, and a positive attitude and friendly demeanor, Kumon may be the place for you. Apply now!

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Grader

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Job Description:

1. Accurately grading completed worksheets according to center policies and returning graded worksheets to students for correction
2. Prioritizing what should be graded first
3. Center maintenance
4. Participating in training sessions

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