



**POSITION:**

# Assistant Center Director

## COMPANY OVERVIEW

Mathnasium is an international chain of more than 750 learning centers where students attend after school to boost their math skills. Headquartered in Los Angeles, CA, Mathnasium Learning Centers specialize in teaching kids math the way that makes sense to them. Mathnasium has been ranked as one of the fastest growing educational franchises in the world by *Entrepreneur* magazine, a Top 50 Franchise by *Franchise Business Review* and an AllBusiness AllStar Franchise.

**POSITION NAME:** Assistant Center Director

**LOCATION:** Mathnasium Company Centers in LA & OC

**PAY RANGE:** \$13-\$15/hr + Advancement Opportunities

**DEPARTMENT:** Mathnasium Company Owned

**POSITION REPORTS TO:** Center Director

**HOURS:** After School

## PRIMARY OBJECTIVES

- Instruct using the Mathnasium Method; Check-in students; Make sure appropriate work is being administered; Help with homework; Check homework; Oversee the floor during instructional hours; Assist the Center Director in all areas of management.

## ESSENTIAL JOB FUNCTIONS (Key Performance Indicators)

- Follow the Mathnasium Method; Implement proper Team Teaching; Use accurate and concise Instruction; Oversee Instructors and Instruction; Team Builder; Proper Mathnasium Method Instruction; Ensuring students success; Great Team Player; Assisting CD on overall success of the Center.

## REQUIRED SKILLS

- Math Skill above PreCalculus; Concise and Correct Explanation; Team Teaching Willingness; Basic Communication Skills; Basic Leadership Skills.

## PREFERRED SKILLS

- Leadership Skills; Sales Ability; Willingness to communicate with Parents; Filing Binders with proper instructional work/pages.

## QUALITIES ("You might be a good fit if you...")

- Possess Excellent Math Skills; Are a Team Player; Understand How Businesses Work; Have an observable sense of humor.