



Assistant Director of Mathematics / Lead Instructor Job Description with TEACH

TEACH is looking for an **Assistant Director of Mathematics / Lead Instructor** to join our dynamic and rapidly growing Philadelphia-based educational company, with a flexible start date range from July 1, 2021 – September 1, 2022. **This new position would lead ACT/SAT Math test prep programming and 9-12 Math programming.** We are seeking a team member with strong communication and project management skills who is committed to putting students and our educational partners first. Our programming strives to prepare students for college entrance exams and the college application process, so students can access more scholarships and financial aid for post-secondary education. This is a salaried, benefits eligible position starting at 25 hours per week. The TEACH office operates remotely and offers ACT/SAT/College Readiness programming both online and in-person at local partner sites (Philadelphia schools and nonprofits). Team members will balance working remotely and in-person at school sites as needed.

About TEACH

Founded in 2011 and home-grown in Philly, TEACH offers exceptional tutoring and educational programming K-College. TEACH's tutoring approach starts with building strong relationships to promote both academic and social-emotional development through creative, engaging lessons. In a typical academic year, we serve upward of 800 students through classes and 1-on-1 tutoring, 150 educators through teacher professional development, and coordinate partnership programs with 20+ local schools, charter networks, or nonprofits. The majority of our partnerships extend over multiple years and grant cycles. Our team believes that education can be a powerful experience that disrupts the systemic inequities that students, families, and communities face in the Greater Philadelphia area. We strive to increase educational opportunities for students by offering programming at no cost to families through grants with external partners, internal TEACH scholarships, and our Get 1, Give 1 initiative for 1-on-1 lessons.

To learn more about TEACH, please visit our website: teacheachstudent.com

TEACH's Mission

To provide personalized training and tutoring for families, educators, and organizations so students can reach their academic potential and achieve their dreams.

Assistant Director of Mathematics / Lead Instructor Responsibilities

Job Summary:

The Assistant Director of Math is responsible for being an expert in 9-12 Math content, particularly SAT/ACT and bringing that knowledge to execute class programs.

Duties/Responsibilities:

- Develops and instructs SAT/ACT/9-12 Math programming with partner schools and nonprofits

- Manages and builds relationships with partner schools and non-profit organizations
- Develops content for and leads professional development sessions, internally and with partner organizations
- Participates in the sales process by researching potential partners and attending initial sales meetings
- Develops curriculum for test prep, 9-12 Math, and/or Math Keystone
- Participates in trainings of higher level ACT/SAT test prep strategies and other related topics to stay up-to-date with ever-changing college application requirements
- Conducts tutor observations and provides feedback on areas of strength and growth
- Coaches and mentors new-to-TEACH tutors
- Communicates regularly with Operations Specialist and Director of College Readiness
- Collaborates with the team in ongoing professional development, including the Science of Learning, Wellness, and anti-racism and anti-bias trainings, as well as internal audits for diversity, equity, and inclusion

Required Skills:

- Strong written and verbal communication skills
- Proficiency in Microsoft Office and Google Suite
- Exceptional customer service skills and an ability to communicate with diverse clients
- An ability to prioritize while managing multiple projects simultaneously
- Willingness to travel to multiple school sites per week (personal vehicle or transit)
- This position offers some flexibility in work hours; however, applicants must be available two days a week during after-school hours (typically between 2:30-5:45 pm)
- Ability to complete federal and PA state background checks and clearances

Preferred Skills:

- Previous knowledge or experience with ACT/SAT test prep and college readiness programming to counsel and support high school students, instructors, and families
- An interest in learning new educational software and technologies

Education and Experience:

- Bachelor's degree, Master's Degree preferred
- 2-3 years of work experience required, preferably in a non-profit, small business, sales, or education setting
- Previous classroom teaching experience with high school or undergraduate students, at least 2 years preferred

Compensation and Benefits

- A salaried position with competitive compensation beginning at 25 hours per week, with the opportunity for additional hours after the first year.
- Eligible for participation in the TEACH health insurance plan, or receive a monthly health insurance stipend of \$250 instead

- Eligible for participation in group 401K plan (up to 4% company match)
- 100 hours of paid time off, plus 9 paid holidays per year and paid vacation between Christmas and New Year's when the TEACH office is closed.
- Opportunity for annual raises and bonuses, and growth within the company
- Up to \$1000 reimbursement annually in personal professional development experiences aligned with the company's goals

Why This Role Might Be the Right Fit for You

- You'll be part of a fast-growing, mission-driven company where new ideas come to life quickly and you have the opportunity to grow and develop with the organization.
- You are a lifelong learner who believes in the power of education and is excited about empowering students to take ownership of their own learning!
- You enjoy working closely with learners and other passionate educators and want to have a real impact in the work you do.

How to Apply

- **Please forward your resume, cover letter, and completed questionnaire** explaining your interest and qualifications for this position to sarah@teacheachstudent.com.
- Link to the **questionnaire** can be found [here](#).

We look forward to connecting with you!