

## Math Teaching Assistant - Job Description

The Teaching Assistant will support teachers in and outside classes. This is a great fit for college students and fresh graduates who want to gain hands-on experience and work in education in the future.

### Overview

|                   |                                                                                                                                                                                                                       |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position:         | <b>Math Teaching Assistant (English TA)</b>                                                                                                                                                                           |
| Supervisor:       | Teaching Assistant Coordinator (TAC)                                                                                                                                                                                  |
| Level             | TA-AT                                                                                                                                                                                                                 |
| Schedule:         | Full time or Part time, 8–15 class hours on weekday afternoons or Saturday day. For part time position, it is required for candidates to have availability on at least 2 weekday evenings per week, from 4 PM to 8 PM |
| Type              | Part-time Contract                                                                                                                                                                                                    |
| Starting time:    | Immediately                                                                                                                                                                                                           |
| Working location: | Ho Chi Minh City, based in one of our centers (District 2, 7 or 10)                                                                                                                                                   |
| Contact:          | recruiting@e2.com.vn                                                                                                                                                                                                  |

### About us

Everest Education was founded by Tony Ngo (Harvard Business School and Stanford University) and Don Le (Stanford University) to empower all learners, one student and one moment at a time. We help students to gain entrance and succeed in international academic environments. For our families, we strive to be their trusted education partner.

We offer Math and English enrichment courses, test prep, college admissions consulting, and private tutoring to students from Grade 1 to Grade 12 using our proprietary blended learning approach. We also offer English, STEAM, and design thinking camps through our network of learning centers, partner schools, and online.

**That's where you come in:** We believe joining E2 at this growth-stage is a unique opportunity for you to help build an organization from the ground up and learn from experienced professionals who are passionate about education. E2 teachers and operation staff come from diverse backgrounds and have different personalities but we have one thing in common: real passion for education. Altogether, we build a collaborative, innovative, and caring workplace where all employees are empowered to lead change and make impacts.

### You will...

Your primary responsibilities include:

- Support teachers with material preparation before class
- Set up classroom before class and clean up after class
- Assist teachers in classroom management

- Collaborate with teachers in lesson planning, preparation and execution to deliver worthwhile lessons for students
- Coordinate with teachers and curriculum designers in the revamping of teaching method, lesson plan, homework and test
- Teach selected modules of lesson plans and run learning activities of our courses.
- Provide proper help to individual or groups of students to master learning concepts
- Observe and record student attendance, compliance, performance to assess progress
- Grade homework and tests; record results and support with parent communication

### You have...

*These are the minimum requirements. We can't accept you in this role unless you meet them all:*

- Currently a university student with strong academic performance;
- Comfortable in speaking, writing and lecturing in English (fluent with standard pronunciation);
- Strong Math skills;
- Available to work for at least 2 weekday evenings per week, from 4PM to 8PM.

### You'll really stand out if you have...

*These are additional qualifications or "nice to haves" that will help you stand out during the application process.*

- Academic background in Math, Education, Science, or Engineering majors;
- IELTS/TOEFL/TOEIC or relevant certificates;
- Experience in working with children or in classroom setting;
- Passion about education and/or becoming a teacher.

### You are...

*These are personal traits that we look for throughout your application and interview process*

- **Passionate:** We care about education and our long-term impact. You care about students and take pride in their work.
- **Collaborative:** We contribute to and find value in being part of a team. You enjoy working on a team and can communicate effectively with others.
- **Innovative:** We have a growth mindset and are able to learn and adapt quickly. You can solve problems on the fly and you like to try and learn new things.

### You get...

- Competitive Monthly Allowance;
- Clear pathway to become a future E2 Teacher;
- Company dinners, team lunches, offsite retreats, 5-for-5 stipends, etc.
- Oldie-Newbie Program;
- Substantial opportunity and training for career development.

### Our Vision and Mission

**Vision:** To empower all learners, one student and one moment at a time.

**Mission:**

**Students.** We help students to gain entrance and succeed in international academic environments.

- We teach, guide, and mentor our students to achieve both their short-term and long-term goals
- We help students in four key areas:
  - master foundational academic knowledge
  - develop strong study habits
  - hone key thinking and communication skills
  - enjoy the experience of learning
- We deliver exceptional learning experiences that:
  - are inspiring, fun, and engaging
  - are personalized for each student
  - provide meaningful engagement with teachers and peers

**Families.** We are the trusted education partner for our families.

- We provide parents confidence that their children's education needs are being addressed both short-term and long-term. As partners, we are honest with our families about expectations, progress, and challenges.
- We provide the relevant knowledge and advice so they can make informed decisions about their children's education. We research, analyze, and share information in areas that are most important to parents.

**Everestians.** We develop our staff into superstars so we can best serve our students and families.

- We provide mentorship, training, and challenges to grow professionally
- We commit to improving the experience for our team to provide a place they love to work and continually grow

**Partners.** We solve difficult problems for our partners with customized academic solutions. We build trust as a reliable, high quality academic provider. We innovate in learning with teaching methods, curriculum, technology tools, and class formats.

**Community.** We give back to the communities that we operate in.

- We look for ways to improve the quality of and access to education
- We bring new ideas and models to create broader change

### **Equal Opportunity Clause:**

Everest Education is an equal opportunity company that employs personnel without regard to race, ethnicity, religion, gender, sexual orientation, age, marital status, physical and/or mental impairment, and socio-economic status. You will be held to our standards of excellence regardless of background.

Note: For legal compliance, we adhere to specific requirements for our workers subject to Vietnamese laws, including regulations regarding working permits for non-Vietnamese citizens.