



JMR Mathematics Ltd (the “Company”) is pleased to offer you employment on the following terms:

1. **Position.** Your title will be Asssitant Teacher, and you will report to the Center Director. This is a part-time position. By signing this letter agreement, you confirm to the Company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
2. **Cash Compensation.** The Company will pay hourly at a rate of \$8 for tutoring, assisting in classes, and working at Company marketing events.
3. **Employee Benefits.** As a part-time employee of the Employer, you are will not be eligible for Company-sponsored benefits or paid vacation.
4. **Proprietary Information.** Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company’s standard Confidentiality and Non-Compete Agreement.
5. **Employment Relationship.** Employment with the Company is for no specific period of time. Your employment with the Company will be “at will,” meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause.
6. **Initial and Ongoing Training.** Initial training will be provided by the Company at no cost to employee. Employee may be required to attend up to 5 hours of additional training per quarter. No compensation is provided for corporate training.
7. **Duties.** The duties and responsibilities of the employee shall include:
 - Assist Lead Teacher to ensure all students are engaged in challenged.
 - Engage and encourage students to enjoy mathematics and persevere.
 - Maintain the cleanliness of the center by cleaning bathrooms, wiping desks, vacuuming, etc.
 - Conduct one-on-one tutoring.
 - Be responsible for finding a substitute from our staff when you can not work your scheduled shift.Both parties agree that the foregoing list of duties and responsibilities are not exhaustive and may be changed, modified, or increased at the discretion of the Company.
8. **Periodic Reviews.** Your performance will be reviewed by the Center Director every 9 to 12 months. Performance reviews will include classroom observation and feedback from Lead Teachers. You may be eligible for increased compensation based on the performance review.
9. **Work Schedule.** The employee's work schedule will vary according to the needs of the Company.

Sincerely,

Accepted,

Sign _____

Print _____

Date _____
