

Job Title: Chief Instructor

Position Overview:

To oversee all aspects of instruction, staff development, retention, marketing, and day-to-day operations of an ATA Headquarters Licensed location. The Chief Instructor ensures the school maintains ATA standards, delivers high-quality instruction, achieves key business goals, and builds strong relationships with members and the community.

Key Responsibilities:

- Teach and oversee class planners for all Taekwondo programs.
 - Deliver private lessons and ensure curriculum integrity.
 - Maintain student tracking systems and review attendance records.
 - Answer calls, check voicemails, and return all messages within 24 hours.
 - Follow up with missed students, new leads, trial no-shows.
 - Handle front counter interactions, customer service, and daily reports.
 - Coach and supervise instructional team performance throughout the day.
 - Ensure CRM and MyStudio systems are current for communications and billing.
 - Plan and execute retention events (Parents Night In/Out, Movie Night, etc.).
 - Submit monthly reports to ATA Corporate.
 - Host belt graduations and award ceremonies.
 - Assess student readiness for testing and tournaments.
 - Host in-house seminars, Protech training, or special camps.
 - Work towards maintaining 85%+ average attendance rate.
 - Conduct formal staff evaluations.
 - Perform curriculum audits and submit suggestions to corporate.
 - Plan quarterly outreach activities (school talks, demos, etc.).
-

Minimum Requirements:

- Must be a certified **5th Degree Black Belt Instructor** with the **American Taekwondo Association (ATA)**.
- Must have a minimum of **three (3) years' experience** operating or managing an ATA-licensed martial arts school.
- Experience working with students aged **4 years and older**.
- Proven experience conducting **introductory lessons and student enrollments**.

Candidates please send resume AND cover letter to:

Attn: Zach Rodgers
1800 Riverfront Drive
Little Rock, AR 72202