



Academic Assistant

Status: Non-Exempt, Full-Time

Calendar: Calendar Year

Overall Objectives

Providing administrative support to Academic Director and contributing to curricular and academic success of the school.

Principle Roles & Responsibilities

Administrative

- Provides general administrative support to Academic Director in areas of scheduling, filing, ordering and purchasing, reviewing and preparing documents and correspondence, and responding to academic/curriculum inquiries.
- Makes sub arrangements to fill teaching staff absences.
- Maintains academic/curriculum related shared-drive content.
- Weekly reviews and edits of Chinese Immersion Classroom teacher newsletters.
- Attends grade-level team meetings in place of Academic Director as required.

Reporting

- Compiles reports as required by the school board, Minnesota Department of Education, Friends of Education, and other entities.
- Maintains in-house professional development records and issues certificates to teachers as needed.
- Serves as back-up resource for student information system.

Communication

- Maintains academic/curriculum related content on school webpage.
- Compiles professional development opportunities for teaching staff.
- Works with teachers to update academic bulletin boards.
- Works with internal staff to coordinate and execute academic/curriculum events.
- Receives calls from Mandarin-speaking teachers needing assistance in their classrooms and contacts appropriate staff to address the issues.
- Prepares agendas and attends staff meetings.
- Serves as resource for teachers in place of Academic Director as needed.

Professional Conduct

- Must model and encourage all behavior outlined by the Board approved Professional Conduct Policy.
- Maintains a professional image; completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals; requiring minimum supervision and direction.
- Takes responsibility for own actions; ensures a positive working environment for all staff.
- Demonstrates a commitment to the organization.

Recommended Qualifications

- Minimum: Bachelor's degree required, Master's degree preferred. Experience working in a school environment and/or as an administrative assistant.
- Native fluency and bi-lingual in Mandarin Chinese and English required.
- Organization and computer skills.
- Working knowledge with the Minnesota Department of Education reporting requirements and software systems preferred.

Employment Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary: Competitive, performance based increases, generous benefits package

Start Date: ASAP

To apply: Send Cover Letter, Resume, and Application for Employment to HR@yinghuaacademy.org