

Educational Assistant - Math

Length of Assignment: Immediate – May 1, 2016

Status: temporary, part-time, 20 hours/week (tentative schedule: 8:30AM–10:30AM and 2:30PM– 4:30PM, Monday - Friday)

Overall Objectives

Supports Math teachers and assists students with Math learning and test preparation.

Principal Roles & Responsibilities

Academic Program

- Follows Academic Director's and/or teachers' directions and uses prepared materials to help students solidify the knowledge, skills, concepts, and appreciation for the subject.
- Works with students in small groups.
- Supports and assists math teachers with various tasks as assigned.

Classroom/Behavior Management

- Provides a safe and nurturing learning environment using school-wide behavioral and safety guidelines and policies.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance from the Dean of Students, Academic Director, or Executive Director on behavior and classroom management techniques.

Communication

- Keeps daily work log.
- Communicates with students the expectations for assignments, classroom behavior, and personal management.
- Maintains effective communication with math teachers and the Academic Director; brings issues and concerns to Administration immediately.
- Reads all school communication.

Professional Conduct

- Models and encourages 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 and requires minimal supervision and direction.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

- Bachelor's degree
- Experience working with grades 3-8 students preferred

Employee Requirements

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

Salary: Hourly rate

Start Date: Immediately

To Apply:

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

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