

Elementary Music Teacher

Status: Exempt, Full-Time

Calendar: Academic Year

Overall Objectives

Instructs students in Music (including band and choir) and develops students' fullest acquisition of knowledge, skills, concepts, and appreciation for the subject, following Yinghua Academy's mission, core values, and principles.

Principal Roles & Responsibilities

Academic Program

- Maintains a safe and nurturing learning environment.
- Follows curriculum pacing charts and lesson plans; delivers direct instruction to students.
- Prepare student assignments and conducts assessments in various forms.
- Works collaboratively with Academic Director and grade level team members to plan lessons and share academic resources.
- Attends grade-level academic events as scheduled.

Curriculum and Research

- Prepares and regularly submits curriculum pacing and lesson plans.
- Participates in all scheduled professional development.

Classroom/Behavior Management

- Follows school-wide behavioral and safety guidelines and policies.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance regularly from administration and Q-Comp lead teachers on behavior and classroom management techniques.

Program Compliance

- Maintains accurate student records and proper documentation.
- Prepares progress reports and completes all evaluations.
- Attends all required safety and health training.
- Follows all school policies and protocols.

Communication

- Actively participates in grade-level and staff meetings.
- Communicates with students the expectations for academic performance, classroom behavior, and personal management.
- Maintains effective communication with parents in a timely fashion; keeps classroom webpage up-to-date.

- Conducts parent-teacher conferences as scheduled.
- Reads all school communication and responds to emails and phone calls in a timely manner.

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.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Qualifications:

- Bachelor's degree; prior experience in immersion classroom teaching, band, or choir preferred.
- Holds a valid MN teaching license (in Music, Classroom Music, or Instrumental Music), or has the ability to obtain a license or alternative licensure.
- Demonstrated ability to meet the school's standards for Chinese and/or English language proficiency.
- Use of technology as a learning and instructional tool.

Employee 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: August 17, 2016

To Apply: Send Cover Letter, Resume, and Application for Employment (available at <http://www.yinghuaacademy.org/about/employment/>) to HR@yinghuaacademy.org