

Elementary English Teacher – Grades 2-5

Status: Exempt, Full-Time

Calendar: Academic Year

Overall Objectives

To instruct students in second to eighth grades in English language arts, and to integrate English with other content areas for students through close collaboration with Chinese language arts teachers and the Academic Director.

Principal Roles & Responsibilities

Academic Program

- Deliver direct instruction to the English classes from 5-7 times per week depending on grade level and according to the schedule.
- Fulfill a requirement of 30 student contact hours per week, including specific grade level or homeroom duties, plus additional non-instructional duties as assigned, such as proctoring exams.
- Actively participates in professional development, both inside and outside of school hours.
- Works collaboratively with grade level teams and school wide English and Chinese curriculum teams.
- Facilitates and communicates knowledge and strategies for learning to students.
- Monitors academic progress of entire class and individual students, directly reports this progress to Academic Director.
- Seeks guidance from Academic Director and Executive Director

Curriculum and Research

- Prepare and regularly submit curriculum maps and pacing charts per year and per term and weekly lesson plans no later than Monday morning.
- Correct and return homework and exams in a timely manner so as to give ongoing feedback to students and parents.

Classroom Management

- Provide a safe and nurturing learning environment using Responsive Classroom; behavior intervention systems (PBIS) and school-wide behavioral and safety guidelines as outlined in the student and family handbook.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance regularly from the Dean of Students, Q-Comp lead teachers, or Executive Director on behavior and classroom management techniques.

Communication

- Communicates with students the expectations for academic performance, classroom behavior and personal management.
- Sends weekly newsletters/communications to all classroom families; including curriculum covered; ideas for reinforcement at home and homework completion requirements.
- Keeps electronic classroom pages current, updating information each week no later than Monday morning.
- Read all school communication including but not limited to the Friday Newsletter.
- Responds to parents' phone calls or emails within 24 hours.

- Conducts formal student conferences two times annually.
- Prepares student report cards three times annually.
- Communicates with parents as needed in relation to on-going student achievement and/or areas of need; including disciplinary issues.

Professional Conduct

- Must model and encourage all behavior outlined by the Board approved Professional Conduct Policy
- Maintain a professional image; complete responsibilities in a timely and accurate manner
- Meet set objectives and goals; requiring minimal supervision and direction
- Take responsibility for own actions; ensures a positive working environment for all staff.
- Demonstrate a commitment to the organization.
- Takes pride in work and is committed to quality, believes there is an important job to do.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

Education:

Minimum: Bachelor degree in K-8 English; M.A. in Education degree preferred.

Must hold a valid Minnesota teaching license in K-8 English Language Arts or Communication as required by the Minnesota Department of Education

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 19, 2015

Contact:

Send Cover Letter and Resume via email to HR@yinghuaacademy.org

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