

Teacher Candidates – Academic Year 2015/2016

Social Studies

Science/Math/Technology

Status: Exempt, Full-Time

Calendar: Academic Year

Overall Objectives

The primary objective for a teacher at Yinghua Academy is to enable the success of student academic achievement and educational progress through consistent and guided instruction.

Principal Roles & Responsibilities

Academic Program

- Instruct students in specific subject area so that overall academic achievement goals are met.
- Prepare lesson plans and curriculum maps to ensure that materials meet the needs of the students in accordance to Core Knowledge and Minnesota State standards for appropriate grade level and for all content areas.
- 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.
- Supports Special Education instruction under the guidance of the Special Education Coordinator and Department.
- Actively participates in professional development, both inside and outside of school hours.
- Works collaboratively with grade level teams and school wide curriculum teams.
- Ensures that students meet academic testing requirements, (internal, state-mandated and federal mandated).
- 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

Classroom Management

- Provide a safe and nurturing learning environment using positive 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 and Q-Comp lead teachers on behavior and classroom management.
- Requests assistance from Executive Director as needed.

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.
- Consistently updates classroom pages; lists class assignments, provides attached worksheets, gives current event information specific to classroom or subject area.
- 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 subject area; M.A. in Education degree preferred.
Must hold a valid Minnesota teaching license or take the initiative to apply for a Variance or Limited License as required by the Minnesota Department of Education.

Previous experience teaching in subject area and multi-language program environment 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: August 19, 2015

Contact:

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

Yinghua Academy is an Equal Opportunity Employer

