

Curriculum Coordinator

Status: Exempt, Full-Time, Academic Year

Overall Objectives

Provides support to Academic Director in curriculum development, alignment, and articulation, manages curriculum resources, fulfills the Strategic Plan set objectives, assists in meeting School Authorizer contract goals, and upholds Yinghua Academy's mission, core values, and principles.

Principal Roles & Responsibilities

Academic Program

- Works with Executive Director, Academic Director, and teachers in curriculum development, review, and implementation.
- Ensures all subject content is aligned with MN standards and immersion language objectives.
- Serves as curriculum support and facilitates the articulation of curriculum and instructional strategies.
- Evaluates curriculum, resources, and needs; recommends purchases accordingly.
- Implements curriculum programs and activities as directed and as stipulated in the Strategic Plan.
- Collects, reviews, and organizes existing curriculum for sharing and potential publication.

Curriculum and Research

- Understands Yinghua's curriculum and standards.
- Works with teachers to fine-tune curriculum pacing and lesson plans.
- Establishes and maintains an up-to-date curriculum research library.
- Participates in all scheduled professional development.

Program Compliance

- Maintains accurate records and proper documentation.
- Prepares required reports.
- Attends all required safety and health training.
- Follows all school policies and protocols.
- Participates in all required school activities.

Communication

- Actively participates in grade/team-level and staff meetings.
- Communicates effectively and in a timely manner with all school personnel.
- 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.
- Maintains positive working relationship with teachers, staff, and administrators.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Qualifications:

- Master's degree; Prior immersion classroom teaching and/or curriculum development experience preferred.
- Native fluency in Mandarin Chinese and English.
- Demonstrated ability to meet the school's standards for Chinese and English language proficiency.
- Use of technology as a language 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 16, 2017

To Apply: Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org