

English Language Arts Teacher (Grades 2-3)

Status: Exempt, Full-Time

Calendar: Academic Year

Overall Objectives

Instructs students in 2nd and 3rd grades in English language arts 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 lessons plans; delivers direct instruction to students and develops students' fullest acquisition of knowledge, skills, and appreciation for the subject.
- Conducts student assessments in various forms.
- Works collaboratively with Academic Director and grade/subject 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 charts and lesson plans.
- Participates in all scheduled professional development.

Classroom 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/subject-level and staff meetings.
- Communicates with students the expectations for academic performance, classroom behavior, and self 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.
- 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 immersion program or overseas teaching experience preferred.
- Holds a valid MN license for English Language Arts teaching.
- 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