

## **Immersion Classroom Teacher**

Status: Exempt, Full-Time

Calendar: Academic Year 2018-2019

### **Overall Objectives**

Educates and nurtures students in a Chinese immersion environment following Yinghua Academy's mission, core values, and principles.

### **Principal Roles & Responsibilities**

#### **Academic Program**

- Maintains a safe and nurturing Chinese immersion learning environment.
- Follows curriculum pacing charts and lesson plans; delivers direct instruction to students and develops students' fullest acquisition of knowledge, skills, and appreciation for all core subjects.
- Conducts student 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 immersion classroom teaching experience preferred.
- Holds a valid MN teaching license in elementary education or secondary education, or has the ability to obtain a special permission or an alternative license.
- 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 15, 2018

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