

## **Instructional Coach**

Status: Exempt, Full-Time, Academic Year

### **Overall Objectives**

Provides collegial support to instructional staff in order to enhance the content-based immersion program, develops and maintains a student-centered learning environment, fulfills the Strategic Plan set objectives and School Authorizer contract goals, and upholds Yinghua Academy's mission, core values, and principles.

### **Principal Roles & Responsibilities**

#### **Academic Program**

- Works collaboratively with Academic Director to provide professional development and training in research-based instruction, project-based activities, and student-centered teaching strategies and practices.
- Develops assessment tools and measures the effectiveness (i.e., impact on student performance) of said practices.
- Prepares and conducts teaching demonstrations.
- Provides classroom observations and feedback.
- Serves as instructional support and helps teachers develop and carry out individual teaching improvement plans.

#### **Curriculum and Research**

- Works with teachers to fine-tune curriculum pacing and lesson plans.
- Provides guidance, reference information, and resources for instructional support.
- 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 administrators and Q-Comp lead teachers on behavior and classroom management techniques.

#### **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 relationships 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 coaching/mentoring experience required.
- Native fluency in Mandarin Chinese and English required.
- Holds a valid MN teaching license in elementary education or secondary education, or has the ability to obtain a special permission.
- 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