

Long-Term Art Substitute Teacher

Length of Assignment: September 16, 2019 – December 20, 2019

Status: Temporary, filling in for one maternity leave

Overall Objectives

Instructs students in grades K-8 in Visual Arts using prepared curriculum and materials.

Principal Roles & Responsibilities

Academic Program

- Follows pacing chart and lesson plans of existing art curriculum.
- Delivers direct instruction to students to develop students' fullest acquisition of knowledge, skills, concepts, and appreciation for the subject.
- Monitors and evaluates student academic progress.
- Seeks guidance from Academic Director regarding curriculum and instruction.

Classroom/Behavior Management

- Provides a safe and nurturing learning environment using school-wide behavioral and safety guidelines and policies.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance regularly from the Dean of Students, Academic Director, or Executive Director on behavior and classroom management techniques.
- Monitors student behavior/safety during arrival and dismissal.

Communication

- Keeps daily work log.
- Communicates with students the expectations for academic performance, classroom behavior, and personal management.
- Maintains effective communication with Academic Director; brings issues and concerns to Administration immediately.
- Communicates with parents as needed regarding academic or disciplinary concerns.
- Reads all school communication and responds to emails and phone calls in a timely manner.
- Attends staff meetings and Professional Development workshops.
- Prepares for and attends Parent-Teacher Conferences in October according to school calendar.

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.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

- Bachelor's degree
- Holds a valid MN teaching license in Visual Arts

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary: Competitive daily pay rate; there are no benefits associated with this temporary position.

To Apply: Send Cover Letter, Resume, and Application for Employment (available on Yinghua website) to HR@yinghuaacademy.org