

Immersion Classroom Educational Assistant

Status: Non-Exempt, Full-Time Hourly

Calendar: Academic Year

Overall Objectives

To assist the Chinese Immersion classroom or core content teacher in student safety, learning, and development.

Principal Roles & Responsibilities

- Supports the classroom teacher with all activities related to student safety and learning.
- Provides support during transitional times for students; helps students with health and safety needs as required; supports students during recess and lunch.
- Uses positive behavioral interventions; helps students learn to calmly and respectfully handle disagreements with others.
- Provides direct instruction to small groups of students under the guidance of the classroom teacher; supports the preparation and grading of materials as directed by the classroom teacher.
- Nurtures and helps students to develop positive relationships with each other and adults in the school; uses supportive language and actions to guide students through challenging academic or behavioral situations.
- Provides support during arrival and dismissal to ensure student safety.
- Attends all professional development activities and staff meetings as required; supports school events as needed.

Communication and Classroom Management

- Communicates effectively with lead teachers, parents, and administration.
- Executes appropriate and positive discipline strategies in classroom when directed by lead classroom teacher.
- Motivates and encourages students; helps to communicate expectations.
- Manages emergency situations confidently and calmly.

Professional Conduct

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image and a positive attitude.
- 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.

Recommended Qualifications

- Bilingual and bi-literate in Mandarin Chinese and English, with native fluency in Mandarin Chinese.
- Committed to nurturing and supporting children.
- BA/BS degree in Education or equivalent.

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: ASAP

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

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