



Student Behavior Interventionist (Grades K-4)

Status: Non-Exempt, Part-Time (0.75FTE)

Calendar: Academic Year

Overall Objectives

Supports behavioral needs of students and maintains a positive, safe, and nurturing learning environment that empowers and motivates students to contribute to their own and the school's success following Yinghua Academy's mission, core values, and principles.

Principal Roles & Responsibilities

Behavior Management

- Works closely with the Student Behavior and Family Liaison and staff in General and Special Education to promote a positive school climate that sets and supports high expectations for all student behavior.
- Assists teachers in positive behavior management using the Responsive Classroom approach.
- Responds to student behavioral issues and other student emergencies; coordinates appropriate solutions for behavioral infractions.
- Supervises and manages students, including arrival/dismissal, passing times, lunch/recess, assemblies, and special events.
- Supports transportation staff in enforcing bus behavior policies to ensure student transportation safety.
- Works with students during group meeting times on age-appropriate behavioral related topics.
- Performs additional duties related to student behavior management as assigned.

Communication

- Brings issues promptly to the attention of the direct supervisor (Student Behavior and Family Liaison) and the administration.
- Responds to inquiries in a timely manner.
- Reads all school communication and actively participates in team and all staff meetings.

Program Compliance

- Maintains accurate records and proper documentation.
- Maintains working knowledge of behavior related school policies and protocols in the Student and Family Handbook.
- Attends all required safety and health training.
- Abides by all school policies, procedures, and protocols.

Professional Conduct

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

Recommended Qualifications

Education and Experience

- High School diploma required; Bachelor's degree in related fields preferred
- Experience working with children required, preferably in a K-8 school environment
- Bi-lingual in Mandarin Chinese and English preferred
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google applications)

Competencies

- Ability to maintain confidentiality as outlined in data privacy laws
- Leadership and management skills
- Strong communication skills orally and in writing
- Organized and attention to detail
- Ability to work autonomously and multi-task
- Problem solving, planning, and execution skills
- Reliability; willingness to go above and beyond when necessary to reach goals

Employment Requirements

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

Salary & Benefits

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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