



## **Elementary English Language Arts Teacher (2025-26)**

Status: Exempt, Full-Time

Calendar: Academic Year

### **Overall Objectives**

Instructs elementary school students in English language arts following Yinghua Academy's mission, core values, and principles.

### **Principal Roles & Responsibilities**

#### **Academic Program**

- Maintains a safe and nurturing learning environment.
- Follows curriculum pacing charts and lessons plans; delivers direct instruction to students and develops students' fullest acquisition of knowledge, skills, and appreciation for the subject.
- Conducts student assessments in various forms.
- Works collaboratively with Academic Director and grade/subject 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 charts and lesson plans.
- Participates in all scheduled professional development.

#### **Classroom 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/subject-level and staff meetings.
- Communicates with students the expectations for academic performance, classroom behavior, and self 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 and a positive attitude.
- 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**

- Bachelor's degree
- Holds a valid MN license for grade-level appropriate English Language Arts teaching, or has the ability to obtain licensure through the Professional Educator Licensing & Standards Board.
- 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.

**Starting Salary:** \$40k - \$60k DOQ; per year performance-based increases

**Benefits:** We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

**Start Date:** August 13, 2025

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

**Yinghua Academy is an Equal Opportunity Employer**