



## Job Description and Requirements

After School Program (ASP) provide many learning opportunities, such as Chinese language learning, academic improvement and other enrichments to children from K to 6<sup>th</sup> grade. Currently we are seeking Academic Improvement class instructors and program assistants to help the department teams by providing quality improvement and support.

### **Job duties (Academic Improvement class Instructor)**

- Prepare and implement Common Core Standards related lesson plans and class activities for elementary school students
- Grade and write comments on student's workbook and class exercises
- Be able to conduct Teacher Parent conferences (once a year, 15 minutes per student)
- Write weekly lesson plans
- May supervise students during recess
- Document any incident and accident
- Reinforce positive behaviors and provide appropriate discipline
- Communicate with parents

### **Qualifications (Academic Improvement class Instructor)**

- Equivalent to a Bachelor's degree from an accredited college or university with a Multiple Subject Credential
- Knowledge of Common Core Standards and corresponding class exercises
- Effective classroom Management Skills
- At least one year of experience teaching or leading a school aged program or class
- Be able to operate basic office equipment
- TB clearance and Fingerprint clear
- Legal working permit

### **Job duties (Program Assistants)**

- Supervise students safety during recess, Drop Off time, and extended care
- Provide age appropriate learning materials and toys to students
- Facilitate clean up and prepare (copy and print) learning materials
- Classroom assistance
- Document any accident and incident
- Provide appropriate guidance and discipline

### **Qualifications (Program Assistants)**

- Equivalent to an Associate degree from an accredited college or university with at least 12 major course units in child development or a related field
- Strong interpersonal communication skills
- Comfortable to work under fast-paced and bilingual atmosphere (English and Chinese)
- Be able to operate basic office equipment
- TB clearance and Fingerprint clear
- Legal working permit

### **How to apply?**

Please send your resume [job@irvinechineseschool.org](mailto:job@irvinechineseschool.org) and indicate "ASP & SP hiring" under "subject". If you have any question, please contact Caimei or Jesi at 949-559-6868 ext. 581