

JOB DESCRIPTION 工作职责说明书

POSITION: Elementary Enrichment Coordinator (Bilingual)
职位名称: 小学增益项目协调员 (双语)

JOB LOCATION: Beijing
工作地点: 北京

REPORTS TO: Director of Teaching, Learning and Innovation
汇报对象: 教学、学习与创新总监

Key Responsibilities:

主要职责

- Develop the Elementary Enrichment Strategy and work plan for Daystar Academy's elementary campuses(Beigao & Sanlitun)
制定启明星小学(北皋校区和三里屯校区)增益项目战略发展规划和工作计划
- Engage Grades 1-5 identified gifted and talented students in appropriate learning experiences that develop potential and lead to advanced academic achievement.
选拔1-5年级符合条件的英才学生参与适合的学习体验,以开发潜能,取得更好的学术成绩。
- Work in collaboration with campus principals and teachers to provide supplemental support aimed at advancing student achievement for identified gifted and talented students through staff development, instructional planning, and classroom support for teachers through both a pull-out and push-in program
通过教师培训、教学规划和教师课堂支持的方式,同时以课内和课外项目的形式,与校长和教师合作提供补充支持,以提高经选拔的英才学生的学术成绩。

Key tasks

主要任务

- Collaborate with Curriculum, Student Support Services, and Student Assessment Coordinators within the Teaching, Learning and Innovation Department to support the gifted and talented nomination and identification process, including the planning, testing of students, review of student data, and campus identification meetings.
与教学、学习和创新部的学生支持服务协调员和学生评估协调员合作,为英才学生的推荐和选拔过程提供支持,包括规划制定、学生测试、学生数据分析和校园认证会议。
- Develop and implement lesson plans, activities and projects that fulfill the requirements of the gifted and talented program.
制定并实施符合英才项目要求的课程计划、活动和专题研究。

- Conduct student assessments to monitor gifted and talent student progress and use traceable data to respond and plan student's differentiation and/or extension needs.
进行学生评估，以关注英才学生的进步，并采用可追溯数据来应对和规划学生的差异性和/或拓展需求。
- Communicate on a regular basis with principals and with parents of the students enrolled.
定期与校长和所选拔学生的家长进行沟通。
- Assist in the development of the annual Gifted and Talented/Enrichment budget.
协助开发增益项目预算。
- Support the development, communication, and review of policies related to the gifted and talented and enrichment programs.
协助制定和更新增益项目相关的政策和制度。

Qualifications & Requirements

任职要求

- Master's degree in education
教育学硕士学历
- Bilingual communication skills are a must
具备双语沟通能力
- Strong leadership and intercultural communication skills
较强的领导力和跨文化沟通能力
- Deep knowledge and understanding of the educational needs of gifted and talented students
了解英才学生的教育需求
- Knowledge of assessment principals and design, ability to collect, document, and interpret data
了解评估原则和计划，具有解释和分析数据的能力

How to Apply

如何申请

If you are interested in the above position, please send your resume to recruiting@ivygroup.org and mark the position name you want to apply in the subject of the E-mail. For more details about Daystar Academy, please check out our website www.daystaracademy.cn

请注明所申请的职位，将简历发送至 recruiting@ivygroup.org 了解更多启明星学校，欢迎登陆 www.daystaracademy.cn