

**Employer/Sponsor:**

Renaissance School International

**Job Title:**

Enrichment and Academic Support

**Job Description:**

Due to the fast growth of our business and the increase in customer demand, we are in need of the service of a professional to fill the position of Enrichment and Academic Support. The Enrichment and Academic Support staff will be responsible for the following duties:

- Instruct and monitor students in Enrichment and Academic Support programs;
- Prepare and implement remedial methods for students requiring extra help. For example, review class materials with students who need remediation by discussing tests, working solutions to problems, or reviewing worksheets or assignments;
- Prepare monthly Enrichment and Academic Support activity calendars; make sure the after-school program includes a variety of high-quality activities to attract students to actively participate in;
- Assign work to students and correct and mark work carried out by students;
- Work collegially with administrators and fellow teachers to plan and schedule creative PE, Art and Community Service lesson plans, promoting students' academic and social competence;
- Monitor the course of the implementation of the process, make sure to fill in and submit the relevant documents;
- Provide private instruction to individual students one on one as required to improve language skills;
- Monitor Enrichment and Academic Support activities on the calendar;
- Work collegially with administrators and fellow teachers, participate in training and development sessions to improve teaching or tutoring practices;
- Teach and reinforce students' handwriting skills and pencil holding posture;
- Plan and supervise class projects as well as play and recess activities, reinforce desired behavior and discourage misbehavior, increasing positive contact with the students. Observe and evaluate students' performance and behavior, prepare reports detailing student activities and performance;

- Provide feedback to students, using positive reinforcement techniques to encourage, motivate, or build confidence in students;
- Meet with parents and guardians in a variety of ways, such as conferences, telephone calls and home visits, to discuss their children's performance and help resolve their children's academic and behavioral issues.

**Minimum Requirements:**

- Master's degree in teaching, education or related field;
- Six (6) months of related experience in teaching, education or related field;
- Strong knowledge of principles and methods for curriculum and training design;
- Sound knowledge and skill of curriculum pedagogy, teaching and instruction for individuals and groups, as well as the evaluation of performance;
- Flexible teaching style to accommodate student needs;
- Excellent verbal and written communication skills;

*Apply to Renaissance School International, 2987 Mesa Verde East, Costa Mesa, California, 92626*