

	<b>义格教育集团</b> <b>Elite K12 Education Group</b>		<b>岗位编号/Position NO.</b>  <b>HDSHP-IT-002</b>
<b>岗位名称</b> <b>Position</b>	<b>English Teacher</b>	<b>编制日期</b> <b>Effective from</b>	<b>20171023</b>
<b>所属分支</b> <b>Business Unit</b>	<b>HDSH</b>	<b>所在部门</b> <b>Department</b>	<b>Kindergarten</b>
<b>直接汇报对象</b> <b>Reports to</b>	<b>Kindergarten Principal</b>	<b>下属</b> <b>Subordinate</b>	<b>(暂无)</b>
<b>雇员类别 (当地/国际)</b> <b>Hire Clarification (Local/International)</b>	<b>Kindergarten Principal</b>	<b>岗位等级</b> <b>Position Level</b>	<b>(暂无)</b>
<b>最低任职资格</b> <b>Minimal Qualification</b>			
<b>教育程度</b> <b>Education</b>	<b>Bachelor Degree or above</b>	<b>工作经验</b> <b>Work Experience</b>	<b>2 years or above</b>
<b>专业要求</b> <b>Major</b>	<b>Pre-school education related</b>		
<b>知识与技能</b> <b>Knowledge and Skills</b>	1. Native English speaker; 2. Education related major of Bachelor or above; 3. Teaching certificate, Montessori Certificate or experiences preferred; 4. At least 2-3 years' classroom teaching experience with pre-school children; 5. Highly energetic, creative, reliable individuals; 6. Homeroom teacher experience.		
<b>职责范围</b> <b>Scope of Responsibility</b>	1. Plan and prepare English lessons and events; 2. Teach English classes and other classes as needed in classroom; 3. Attend planning meetings as well as staff meetings as required by administration; 4. Maintain clear communication with parents about student progress, behavior, and improvements; 5. Prepare and attend Parent-Teacher Conferences; 6. Assist in classroom decoration and preparation for events and themes; 7. Support in marketing activities and recruiting plan.		