



Human Resource Experts 1108, Inc.
Specializing in Public School Academies

805 Oakwood Drive
Suite 100
Rochester, Michigan 48307
Telephone: 248.276.0950
Fax: 248.276.0955

Job Posting Hinoki International School

Seeking English Elementary Homeroom Teacher

Employees Only, Inc./Human Resource Experts 1108, Inc. is excited to lead Hinoki International School search for English Elementary Homeroom Teacher. We are currently seeking the most talented, passionate individual in the country to lead students in the first Japanese-English dual-immersion school in Michigan. Hinoki International School provides Japanese and American students with an opportunity to learn from each other and become bilingual, bicultural, and globally-minded individuals. The English Elementary Homeroom Teacher shall possess the dedication, knowledge, and skills to serve in a English Elementary Homeroom Teacher role and be able to demonstrate a track record of success, including the ability to carry out the following responsibilities effectively:

Position Summary:

To provide instructional leadership in Hinoki International School's Japanese-English dual-immersion elementary school, as part of a bilingual/bicultural teaching team, working closely with Japanese-language support teachers to design and deliver age-appropriate lessons in the assigned subject area, aligned with curriculum requirements. In addition, the homeroom teacher will be expected to fulfill a variety of tasks to help make our small learning community work effectively for students, families, and other staff members. A successful candidate will show evidence of flexibility, creativity, and ability to collaborate, in a bilingual, multicultural environment. Evidence of at least 3 years of successful teaching experience is expected.

Required Education/Skills:

- Bachelor's degree in education or related field.
- Current Michigan Teacher Certification (elementary) required.
- Certification and/or experience in teaching of English to speakers of other languages preferred.
- A minimum of 3 to 5 years or more demonstrated work experience as a teacher, teaching assistant, or similar position in the U.S. and/or Japanese school system, or related experience.
- Knowledge of the growth and maturation patterns of elementary school students.
- Familiarity with Japanese language and/or culture preferred.
- Must be fluent in English and familiar with U.S./Michigan culture.

Essential Duties:

- Support and participate in achieving the goals of the Academy.



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- Assist in the development and evaluation of the curriculum programs and materials for students in all grades.
- Create lesson and unit plans that demonstrate deep understanding of Michigan curriculum objectives and instructional practices.
- Use instructional strategies that promote student engagement and critical thinking.
- Work with technology in both teaching and assessment of students.
- Keep a positive and orderly learning environment that engages students and maximizes on-task behavior.
- Collaborate and plan effectively with Japanese-language partner teacher and other staff members to maximize effective use of instructional time.
- Use instruction time effectively, monitoring student comprehension and adjusting methods where necessary, to increase student learning.
- Ensure provision of high-quality customer service in work with students and their families.
- Encourage parent involvement in the education of the student.
- Routinely conduct student assessment of intended learning outcomes, re-teaching as necessary based on the assessment results.
- Lead and support implementation of evaluation and assessment requirements for each homeroom class, and for the school.
- Serve as a model to ensure the safety, security, and neatness of the Academy building and grounds.
- Adhere to all school procedures and policies, including those outlined in the Employee Handbook and Hinoki International School Board Policy.
- Participate actively in faculty meetings, academic committees, school improvement committees, and/or other committees as needed.
- Seek and take an active part in developing and supporting parent involvement that supports the school program.
- Assist other professional staff in supporting and developing a community relations program that keeps the parents and community informed and gives all the opportunity to advise school personnel regarding its program and operation.
- Assist in the development of school-related extracurricular activities for students.
- Exhibit characteristics of lifelong learning, reflection, and collegiality.

APPLY BY: Open until filled

Salary: To be determined based on experience

Submit resume and credentials to:

jbutler@employeesonly.net

Job Posting #3



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