

## **HudsonWay Immersion School**

### Job Description

**Job title:** Curriculum and Instructional Coach – Mandarin  
**Location:** **Stirling, NJ/ New York, NY**  
**Reports to:** Founder, CEO  
**Classification:** Exempt

#### **Position Summary:**

The Curriculum and Instructional Coach is a hands-on and committed leader, strong collaborative builder of people, possesses pedagogical high standards, and is passionate about the benefits of immersion education.

#### **Major responsibilities:**

- Supports the development of curriculum ensuring the horizontal and vertical integration across subjects and ensuring consistency between English and target language curriculum
- Provide recommendations on the purchasing of materials
- Organizes teacher access to support materials
- Reviews teachers' lesson plans
- Observes, coaches and models for teachers
- Develops professional development workshops and recommends individualized teacher development plans
- Oversees the assessment plan and supports teachers in differentiating instruction
- Supports admissions in developing the evaluation tools for prospective students and extra support plans for incoming students
- Plans and leads team collaboration meetings
- Integrates culture into the curriculum
- Promotes the program at admissions and marketing events
- Identify and lead opportunities for showcasing student abilities in contests, awards etc.
- Lead cultural events such as Chinese New Year annual performance
- Support development of student teacher program and substitute teacher pool

#### **Qualifications:**

- Minimum 5-8 years classroom teaching K-8
- Master's degree in educational leadership, curriculum/instruction, or related field
- Immersion practices knowledge/experience
- Knowledge of pedagogical best practices and curriculum development
- Experience with students with special needs
- Ability to develop teachers by modeling, formal and informal observations, planning PD
- Ability to sustain a positive, ambitious school culture among staff and students
- Understanding of SEL/classroom management programs for Pre-K-8th grade
- Understanding of NY/NJ regulations
- Analysis of private school standardized assessment and application for growth
- Excellent interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents and community leaders.
- Excellent written and oral communication skills— clear, direct communication with tact and professionalism
- Language skills – Mandarin at professional level

Please send resume with cover note to [hr@hwis.org](mailto:hr@hwis.org) with title of position in the subject line