



Oak Hall School is seeking a dynamic Mandarin Chinese educator to join our Upper and Middle School World Languages team in a challenging college preparatory environment. We invite well-qualified candidates to apply for this position which will begin August 2019.

Key Responsibilities

- Actively support the mission of Oak Hall School
- Plan and implement a developmentally appropriate Mandarin Chinese curriculum that spans the course spectrum from introductory (Chinese I) through AP Chinese
- Teach five to six sections of Chinese in the Middle School (grades 6-8) and the Upper School (grades 9-12) as assigned, focused on developing confident, fluent writers and critical, insightful readers
- Deliver creatively engaging and effective lessons to teach both the language and Chinese culture to a diverse group of students
- Initiate, facilitate, and moderate classroom discussions in the target language to enhance students' social and academic language skill, as appropriate for the different course levels of instruction
- Promote a positive classroom environment and demonstrate strong classroom management skills to create and maintain a learning environment that ensures high levels of learning for all students
- Assess and document each student's performance/progress both formally and informally to meet the School's standards, and provide regular feedback to students and their parents
- Maintain accurate and confidential records of students
- Plan, evaluate, and revise curriculum, course content, course materials, and methods of instruction as needed
- Keep current and accurate course assignments and grades posted
- Be an active and collaborative member of the World Languages Department, the Upper School team, and the greater Oak Hall community
- Incorporate 21st century skills into curriculum
- Serve as Advisor to an assigned group of upper school students
- Serve as a mentor and advocate for your students
- Be a role model of integrity and professionalism
- Be available throughout the workday to advise and assist students
- Maintain expertise in subject matter through professional development
- Meet regular attendance requirements, including attending division and other School meetings, professional days, graduation, Late Start meetings, and other required events
- Adhere to School policies as described in the Employee Handbook and other materials
- Other duties as assigned

Qualifications

- Bachelor's degree in Chinese Language, Asian Studies, or closely related discipline is required
- Master's degree preferred
- Native or near-native Mandarin Chinese proficiency required
- Ability to teach classes across the Mandarin Chinese language curriculum
- Experience teaching Chinese at either the middle or upper (high) school level is preferred
- Possess an understanding of the social/emotional needs of upper and middle school aged students



- A strong base of knowledge and passion for Chinese culture
- Be respectful to and understanding of students, parents, and others from all socio-economic backgrounds and cultures
- Be comfortable and adept with the effective use of technology in the learning process
- Ability to inspire, engage, empower, educate, and evaluate students with vigor and creativity
- A history of commitment to professional development and life-long learning
- The ability to work positively and professionally with students, parents and faculty
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to communicate thoroughly, accurately, and concisely with all constituents in a school environment, both verbally and in writing
- Enthusiasm and commitment to the vision and Mission of the School

Compensation includes comprehensive employee benefits package; salary is commensurate with background and experience.

Qualified candidates should be prepared to upload a cover letter, resume, and copies of transcripts.

To apply for the position, please complete our on-line application; either [click here](#) or go to: oakhall.org/about-ohs/employment-opportunities and click on Current Openings