



**Holderness School**  
**Job Description - Chinese Teacher**  
**Start Date: August 15, 2023**

### **Overview**

Located amid the lakes and mountains of central New Hampshire, Holderness School is a traditional co-ed independent secondary school, serving grades 9-12. Holderness strives to strike a balance in fostering the resources of the mind, body, and spirit: the mind through a challenging college preparatory curriculum; the body through outdoor activities and required interscholastic athletics; and the spirit through school and community service and affiliation with the Episcopal Church. Holderness remains by choice a small school where everybody plays an important role, and where students, faculty, and staff maintain close personal relationships.

### **Diversity Mission Statement**

Holderness School is committed to being a community that celebrates and supports diversity in its many forms because multiple perspectives and experiences are vital to educational excellence and strengthen our community. Diversity refers to the human facets of race, ethnicity, national origin, religion, gender, sexual orientation, age, ability, and socioeconomic status. Holderness strives to create opportunities for cooperation, to broaden the educational experience of all students, and to enrich the lives of all community members.

### **Essential Duties and Responsibilities:**

Specific responsibilities include, but are not limited to:

- Teach Chinese I - IV including all elements of instructional planning, implementation, office hours, and assessment.
- Complete grades, quarterly comments, advisor letters, and other forms of academic communication in a timely, professional manner.
- Encourage growth of the program by meeting with prospective students in Admissions, offering program-specific activities on campus, and supporting discipline specific activities outside of academic time.
- Serve as advisor for a group of 6-8 students, providing guidance in academic, extracurricular, social, and personal areas and serve as the school's key liaison to parents.
- Dormitory duty two nights per week and approximately five weekends per year.
- Lead or assist with an afternoon activity or sport in two of three seasons, six days a week, including driving minibus.
- Attend all faculty meetings, department meetings, and other meetings as required.

- Attend all school functions: chapels, assemblies, family-style meals and other special events, each 1-2 times a week.
- Organization and participation in Special Programs including Artward Bound, Project Outreach, Outback Winter Camping, and/or Senior Thesis.
- Promote the development of character, community, and curiosity in all dealings with students.
- Support the mission and philosophy of Holderness School, acting as a positive contributor to the school community, actively participating in the life of the school as a role model of appropriate behavior with students, parents, colleagues, and other members of the school community, and enforcing school rules.
- Pursue opportunities for professional growth on an annual basis.
- Assist school administration with translating in order to support Chinese students and families.
- Other duties as assigned.

### Qualifications:

- Teaching experience preferred but not required
- Bachelor's degree required; Master's degree preferred
- Native or near-native proficiency in spoken and written Chinese; strong background in Chinese culture and literature
- Fluency with Chinese language pedagogy
- Ability to demonstrate growth mindset, optimism, and belief that all students can learn
- Ability to innovate and think creatively about education
- Ability to use and adapt to a wide array of technology tools to support and deepen student learning and instruction
- Interest in and demonstrated skill in working with adolescents
- Ability to work as part of a team, a sense of humor, and humility
- A commitment to an inclusive community
- Assist in being a practitioner of diversity, equity, and inclusion
- Ability to make contributions to the School outside of one's academic department, including to athletics, extra-curricular programs, and residential programming
- Valid Driver's License and clean driving record

### The Process

If interested in this position, please send a resume with a letter of interest to [holderness-employment@holderness.org](mailto:holderness-employment@holderness.org). Priority consideration will be given to applications received before **Wednesday, March 1, 2023**.

Holderness School offers a comprehensive benefit package including health, dental, vision, life insurance, generous retirement match, professional development opportunities, use of grounds and facilities, and meals when school is in session for you and your family. This is an academic year position.

All employment is contingent upon successful completion of a criminal background check.

Holderness School is an equal opportunity employer, and will not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law.