

**Oxbridge Academy
Upper School
Mandarin Chinese
Teacher
Fall 2023**

We value...

- Teaching what is worth learning with expertise and agility.
- Fostering personal discovery through guided choice within a deep, broad, and custom curriculum.
- Cultivating multidimensional experiences that integrate the fine arts, athletics, and the academic disciplines.
- Building an intentionally diverse and inclusive community grounded in a culture of kindness.
- Engaging in meaningful partnerships with our local community and beyond.

Summary/ Objective:

Oxbridge Academy, a non-profit, independent grade 6-12 school in West Palm Beach, Florida, seeks to hire a full-time, experienced Upper School Mandarin Chinese Teacher. Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook, and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action, and self-conduct. The Oxbridge faculty creates and manages a variety of learning environments and activities that provide opportunities for students to develop to their fullest potential and achieve their learning objectives.

Tasks/Essential Functions:

- Develop student proficiency in written and spoken Mandarin.
- Teach cultural as well as linguistic components of Chinese.
- Prepare learning activities in an environment that fosters collaboration, inquiry, innovation, and personal discovery.
- Provide meaningful feedback on both formative and summative assignments.
- Adapt and differentiate teaching methods and instructional material to meet students varying needs, abilities, and interests.
- Demonstrate a willingness to collaborate within the department, school community, and greater community on multidisciplinary projects and initiatives.
- Maintain accurate and complete student records in the current student information system as required by law, policies, and administrative regulations.
- Observe students in a variety of educational environments and evaluate their academic performance, behavior, social development, and physical health.
- Establish and enforce rules for behavior, cultivating Oxbridge's core values of kindness, courtesy, integrity, respect, and compassion.
- Advise a group of students and keep parents and legal guardians informed about student's progress.
- Pursue relevant professional development to maintain expertise in subject matter, curriculum development, and teaching methods.
- Additional duties as assigned.

Qualifications:

- Bachelor's degree required. Advanced degree in a related field preferred.
- Demonstrated ability to engage the interest of middle and high school age children.
- At least three years of relevant classroom teaching experience.
- Ability to teach Chinese characters as well as pinyin.
- Ability to work well with students, parents, and all members of the Oxbridge community.
- Demonstrated ability to evaluate improved learning, habits, and measurements of achievement.
- Ability to maintain confidentiality and use sound judgment.

Oxbridge Academy is a non-profit, independent grade 6 -12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law. Interested candidates should send a resume and cover letter to hr@oapb.org. Please, no phone calls.