



Position Title: Long Term Sub: Chinese Teacher
Position Status: Full-time from early March to the end of the school year
FLSA Classification: Exempt
Reports To: Languages Dept. Chair and Head of Upper School

Position Purpose:

The Long-Term Substitute Chinese Teacher prepares a dynamic program which amplifies and guides our students' communicative curiosity in the language and about the cultures of the Chinese-speaking world. The teacher coaches students towards meaningful action using the target language as the main vehicle and driver.

Essential Functions:

- Demonstrates flexibility to teach all levels of Chinese; from Levels 1 through 5.
- Immerses students in 90-100% comprehensible Chinese input.
- Encourages students to listen actively, speak often, and take risks while acquiring the language.
- Embraces the idea that errors are an expected part of acquiring language and builds in opportunities for feedback, reflection, and goal setting while explicitly modeling a growth mindset.
- Helps students to develop interpretive, interpersonal, and presentational skills in Chinese embedded through community building activities, comprehensible input, scaffolded tasks, intercultural Chinese competency units, guided readings, and storytelling.
- Prepares course materials such as Integrated Performance Assessments, meaningful homework, and purposeful/authentic tasks that help students negotiate meaning in the target language.
- Initiates, facilitates, and moderates engaging, interactive, and purposeful classroom tasks.
- Plans how to deliver comprehensible course content, create materials and employ varied measures of instruction in collaboration with other Chinese teachers to create, support, and maintain parity among parallel courses as well as vertical alignment.
- Adopts a learner's mindset ready to prototype and workshop with team members when implementing innovative teaching practices.
- Pivots with ease from face-to-face to remote learning instruction thanks to proficiency in communicative technology tools, clear navigation pathways, project-based assessments, and relationship-building activities.
- Embraces and employs best practices as described by national second language experts when creating lessons, units, and curriculum.
- Maintains student attendance records, grades, and regular written and verbal feedback on graded assignments.
- Maintains contact with students and parents with regular communication and regularly scheduled evaluations.
- Evaluates students' class work and assignments.
- Advises a small group of students, provides academic and emotional support and communicates regularly with parents and guardians of advisees.
- Participates and attends Parent/Admissions events as required.
- Other duties as assigned by the Language Department Chair and Division Heads.

Qualifications:

- Bachelor's degree or post-graduate work in Chinese or in teaching Chinese as a second language; master's degree preferred.
- Prior teaching experience and understanding of the independent school environment preferred.
- Superior skills in teaching Chinese as a second language to children.
- Demonstrated enthusiasm for teaching and learning.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and active anti-racism.
- Compassionate and knowledgeable in delivering content to students with diverse learning styles.
- Excellent verbal and written communication and interpersonal skills in Chinese and English.
- Effective classroom management strategies.
- Organized, detail-oriented, dependable, and capable of taking initiative.
- Comfortable using technology both on-site and in remote learning environments.

Physical Requirements and Work Environment

- Must be able to work effectively in a demanding environment where deadlines, unexpected student issues, and varying challenges compete for one's attention.
- Must be able to work actively around the classroom for extended periods of time.
- Must be able to enjoy the convenience of an urban environment that maintains close contact with its natural environment.
- Work in a traditional climate-controlled environment.

Application Procedure

Interested candidates, please **e-mail** a cover letter, resume, statement of education philosophy, and contact information for three references to careers@sch.org.

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