



## Upper School Chinese Teacher .75 FTE

### School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

### Position Summary

Santa Catalina School, a nationally recognized, independent, Catholic, all-girls boarding and day school in Monterey, California, seeks an innovative, dedicated, and student-centered Upper School Chinese teacher for the 2024–2025 school year. This part-time position (.75 FTE) provides an exceptional opportunity for an educator committed to the education of young women to work with a diverse and passionate student body. Our Upper School offers a program that challenges students to understand their individual interests and then passionately apply them to their education. The Chinese teacher will join a highly collaborative and dedicated faculty that is committed to strengthening and enriching learning through innovative teaching methods that enable students to identify and solve problems, bridge content across traditional “subject” domains, and develop an unshakable growth mindset.

### Description

The part-time Chinese teacher is responsible for teaching Chinese at varying levels as assigned; grade-appropriate curriculum planning and instruction; for innovation, creativity, integration between disciplines, and integration of technology use throughout the program; for serving as an advisor to a group of students; and for being an engaging and supportive faculty member of our boarding environment. Working under the guidance of the chair of the world languages department and reporting to the Head of Upper School, the Chinese teacher will join a department that works closely together and values collegiality.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

### **Essential Responsibilities**

- Teach assigned sections of Chinese ranging from entry-level Chinese courses to AP Chinese Language and Culture as part of the school's college-preparatory curriculum
- Establish and communicate clear instructional practice objectives for all learning activities and assessment metrics
- Understand and employ developmentally appropriate pedagogical approaches and varied presentation styles to ensure high student engagement
- Actively support various assessment methods in order to fully address different learning styles
- Create a classroom environment centered on problem-solving, synthesizing information, and integrating knowledge
- Communicate clearly in writing and verbally to students, other teachers, parents, and administrators regarding student progress and student needs
- Maintain accurate and complete records of students' progress and development, and use this information to adjust teaching strategies
- Pursue professional development to maintain expertise in the performance of teaching responsibilities and promote the sharing of best practices with other members of the school's faculty community
- Show genuine concern for students; demonstrate deep investment in student learning and success both in and out of the classroom
- Manage student behavior in and out of the classroom by establishing and enforcing rules and procedures
- Participate in the life of the school through various duties as assigned
- Attend and engage in department, school, and parent meetings
- Serve as an advisor to a group of students

### **Qualifications**

- A bachelor's degree in Chinese or a related field required
- Two or more years of experience as a Chinese teacher at the high school level preferred
- A commitment to the mission and identity of Santa Catalina School as an all-girls boarding school
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law

### **Competencies**

- Fluency in Chinese required
- Demonstrated use of relevant technology to support and differentiate instruction
- Demonstrated knowledge of pedagogical approaches specific to language teaching
- Excellent writing, communication, and public speaking skills
- Approachable and welcoming demeanor
- Enjoy working with female students between the ages of 14 to 18

- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, and intuition
- Ability to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Strong organizational and record-keeping skills and digital literacy
- Ability to assess and respond to the needs of the school and act as a representative of the school
- Commitment to professional growth and education

### **Supervisory Responsibilities**

This position does not supervise other employees.

### **Working Conditions and Compensation**

- Work at a desk and computer screen for extended periods of time each day
- Ability to access buildings and facilities throughout a 36-acre campus, with reasonable accommodations, in order to meet with students and faculty
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Additional time is required beyond a normal day or week for evening and weekend meetings
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$55,000 to \$67,500 annually (.75 FTE), depending on experience

### **Equal Employment Opportunity**

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, national origin, citizenship, age, religion, sex, sexual orientation, gender identity or expression, veteran status, disability, marital status, or any other category protected by the law.

### **To Apply**

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

<https://www.santacatalina.org/employment>

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact Maria Chavez at [maria.chavez@santacatalina.org](mailto:maria.chavez@santacatalina.org).