

Middle/Upper School Mandarin Chinese Teaching Position

Job Title: Middle School/ Upper School Chinese Teacher
Department: World Languages
Reports to: Head of Middle School
FLSA Status: Exempt
PDS Status: Faculty, full-time, benefited, 10 month position

Employment Opportunity: Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 2,000 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2025", "Top Workplaces 2024", "Top Workplaces 2023", "Top Workplaces 2022", "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is available August 2026.

Responsibilities

The Middle and Upper School Chinese Teacher reports to the Head of the Middle School and will:

- Teach a total of four classes, including students in grades 6–12

- Be prepared and willing to teach multiple course levels
- Collaborate effectively with colleagues within the department and across divisions

In addition to regular teaching responsibilities, this position includes advising a group of 10–12 students, supervising a study hall for one semester, and performing periodic duty assignments (lunch, detention, etc.).

Required Qualifications

- Bachelor's degree in Education or a related field
- Advanced proficiency in Chinese and five or more years of direct teaching experience
- Working knowledge of ACTFL proficiency standards and the ability to teach and assess all three modes of communication
- Demonstrated cultural competency and familiarity with culturally responsive teaching practices
- Strong technology skills
- Excellent organizational skills
- Ability to collaborate effectively as a member of a department team

Preferred Qualifications

- Master's degree
- Experience teaching in a proficiency-based program
- IB teaching experience
- Experience teaching in an independent school

Candidates should demonstrate a strong academic background and a commitment to fostering language proficiency in a supportive and inclusive classroom environment.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.ChineseTeacher@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).