Mandarin Chinese Instructor

The instructor will work with the department chair, and the Language faculty to ensure an integrated and cohesive curriculum. The candidate will be encouraged to use creative and innovative teaching practices. This person will demonstrate a commitment to bringing out the absolute best in each student, open collaboration with colleagues, and meaningful professional development. As a boarding school, all teachers also contribute to the overall life of the school. These responsibilities will include helping with dorm life and some combination of work with student sports and/or clubs as part of this person’s service to the school.

Position Purpose / Expected Results:

Emma Willard School seeks an enthusiastic and dedicated teacher to work as a full-time Mandarin Chinese Instructor starting the 2022-2023 school year. The position would require teaching Mandarin Chinese I-IV. They will teach across multiple levels and will collaborate regularly with other teachers of all levels. They will be responsible for co-curricular activities (e.g. coaching, after school physical education, advising a student activity group, etc.) that fill the needs of the school and, ideally, intersect with the interest or expertise of the instructor. The instructor will participate in the active review and creation of scope and sequence for the Mandarin Chinese language courses while using the Emma Willard School academic program pillars of intellectual flexibility, purpose and community, and equity and justice as a guide. The Language faculty use a variety of tools and techniques to create confident language users and learners. Instructors encourage educated risk-taking using the target language, and facilitate exploration and enjoyment of the cultural components related to language learning. Dedication to the holistic wellness of students is essential, as is ability and comfort in frequent communication with students’ advisors and parents. Emma Willard School faculty regularly participate in community-wide professional development and each faculty member works with their department chair to develop a plan for their personal professional growth.

We seek someone who is committed to and willing to navigate today’s changing and diverse landscape. This individual will help the school promote and nurture diversity, equity, and inclusion. The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community through their research, teaching, and/or service to apply.

Key Areas of Responsibility:

- Teach Mandarin Chinese to four levels per year
- Create and administer appropriate assessments as consistent with departmental philosophy and practice
- Grade assessments and offer substantive feedback within a timely manner
• Keep accurate records of assignments, attendance, and grades on a learning management system online
• Compose student comments quarterly or as assigned
• Provide individual support to students as needed
• Communicate with students’ advisors, parents, and/or houseparents as appropriate
• Participate in school-wide functions and events
• Attend and contribute to departmental, faculty, and faculty and staff meetings
• Participate in weekend duty four times per year
• Lead co-curricular activities
• Be a positive force in the lives of students

Minimum Qualifications:

• Bachelor’s degree in Mandarin Chinese or related field
• Be a strong advocate for the Emma Willard School mission
• Demonstrate excellence in course design, planning, and implementation
• Have a strong desire to contribute to a collaborative course-level team
• Have a good working knowledge of Google, Microsoft Word, comfort with online learning-management systems, and enthusiasm for experimenting with learning technologies
• Be skilled at fostering students’ independent Mandarin Chinese speaking, reading and writing skills through an engaging and active class environment
• Patience, enthusiasm, and the ability to manage priorities and meet deadlines
• Demonstrate a commitment to professional growth and development
• Demonstrate superior judgment
• Valid driver’s license

Preferred Qualifications / Competencies:

• Advanced degree in Mandarin Chinese or in education preferred
• Ability to teach multiple languages
• Knowledge and experience of how to teach language online
• 3 years of Mandarin Chinese-teaching experience
• Experience using experiential learning practices such as Integrated Performance Assessments, Project Based Learning, and community engagement in a language classroom

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

Emma Willard School requires employees to be fully vaccinated with the exception of medical exemptions.

You will need to submit a resume, cover letter, and teaching statement to be considered for the position. Please apply through the school’s Career Center website.