

## **TITLE: Chinese Language Teacher at SWAN**

**ABOUT US:** Founded in 1996 as a non-profit, community-based organization, the Shuang Wen Academy Network's (SWAN) goal has been to conduct academically enriching, Mandarin Immersion After-School, Pre-School, and Summer Programs. SWAN's long-term vision is to prepare students in both English and Mandarin, American and Chinese cultures, so that they may participate fully in an increasingly global environment. SWAN has been providing Mandarin language and Chinese culture programs for over 25 years.

**THE POSITION:** The Chinese Language Teacher reporting directly to the Educational Director will be responsible to provide Chinese instruction to students with the following responsibilities:

- Develop and implement Chinese language culture lesson plans and instructional materials.
- Teach Chinese language and culture to students in a classroom.
- Employ a variety of instructional strategies that are based on the needs of students to motivate them in learning and helping them to meet the learning goals at each grade level.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluate students' academic and social growth, keep appropriate records, and prepare student report cards.
- Communicate with parents through conferences and other means to discuss students' progress and cooperate with parents to resolve students' behavioral and learning problems.
- Maintain professional competence through in-service professional growth activities.
- Supervise students in and out-of-classroom activities during the after school time.
- Serve as mentors and role models to the students.
- Direct and supervise the teaching assistant.
- Enforce program administration policies.

### **QUALIFICATIONS:**

- Have one or more years of experience in working with children under the age of 5 (for the Preschool) or under the age of 13 (for the After School and Summer program) in an educational program.
- Experience in developing lesson plans, educational materials, and classroom management.
- Must pass a full background check including fingerprinting.
- Must be fluent in spoken and written Mandarin Chinese.
- Have college or the equivalent education.
- High energy, motivation, and the skills needed to work with children.
- Have the willingness to accept guidance and supervision and a sense of patience and self-control.

### **Schedule:**

After School Teacher: 2:45 PM - 6:00 PM starting in September

Preschool: Full Time or Part Time

### **HOW TO APPLY:**

Interested candidates should email resume and cover letter to the SWAN Office: **info@swan-nyc.org**

**Subject:** Chinese Language Teacher Posting