

INTERN JOB DESCRIPTION

TITLE: Teacher Intern

About us:

For over 25 years SWAN has served the City of New York by creating one of its largest most academically enriching Mandarin immersion programs. The mission of SWAN is to develop Mandarin Chinese language proficiency and to enhance awareness of Chinese culture in students. We believe that students with a wide range of cultural and linguistic experiences are uniquely positioned to assume leadership positions in different contexts. Global citizens in an increasingly competitive and demanding international environment will be charting new courses across a wide range of industries.

Our existing and developing programs provide families with access to Chinese cultural and language experiences. By providing after school instruction and summer camp experiences, we have and continue to meet the needs of these families. Our new preschool program is a testimony to this commitment. By working locally, we are preparing students to work in global contexts!

The Position:

The Teacher Intern reports directly to the Chinese Teacher. They will be responsible for the following:

- Assist Teacher to provide classroom materials for students to explore and learn.
- Understand the basic principles in guiding behavior to promote a positive classroom environment.
- Lead and encourage participation of classroom activities.
- Serve as role models to the students.
- Design and maintain various bulletin boards to display students' artwork and monthly activities.
- Keep classrooms neat, clean, and organized.
- Greet parents and effectively communicate program announcements.
- Additional administrative tasks as needed by the Teacher.

Qualifications:

- Must pass a full background check including fingerprinting.
- Must be at least 18 years of age with high school or above education.
- Strong verbal and written communication skills.
- High energy, engaging and the ability to multitask.
- Experienced in working with children under the age of 13 in an educational program.
- Detail oriented, self-starter and the ability to think outside the box.
- Preferred English/Chinese bilingual skills and bicultural capabilities.

How to Apply:

Interested candidates should email a resume and cover letter to: info@swan-nyc.org with "Teacher Intern" in the subject line