



Escuela Bilingüe Internacional (EBI)

Job Description

Job Title: Mandarin Teacher (PT 3rd - 5th Grade)

Job Class: PT

EBI are seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, international mindedness, and character;
- Support the mission of EBI;
- Bring a positive attitude and a sense of professionalism to the School community.

Mandarin Teacher position reports directly to the Principal for Grades 2-8.

The teacher will guide students through the Mandarin learning process involved with various subjects and/or skills, thus contributing to the students' development as mature, capable and responsible world citizens. The teacher must be able to develop and maintain a classroom environment that ensures effective learning and incorporates pedagogical innovations and research. He/she must employ the appropriate teaching methodology in order to meet established program objectives and be capable of understanding and meeting the needs of students.

Specific responsibilities:

Planning & Preparation for Learning

- Know the subject matter well and has a good grasp of how students learn.
- Plan units backwards with big ideas, essential questions, knowledge, and skill goals.
- Plan on-the-spot and unit assessments to measure student learning.

- Design lessons that target several learning needs, styles, and interests.

Classroom Management

- Foster positive interactions among students and teach useful social skills.
- Have a repertoire of discipline “moves” and can capture and maintain most students’ attention.
- Maximize academic learning time through coherence, lesson momentum, and smooth transitions.
- Confident, dynamic “presence” and diffuse most discipline problems before learning is impacted.

Delivery of Instruction

- Activate students’ prior knowledge and hook their interest in each unit and lesson.
- Use clear explanations, appropriate language, and good examples to present material.
- Orchestrate effective strategies, materials, and classroom groupings to foster student learning.
- Have students actively think about, discuss, and use the ideas and skills being taught.
- Differentiate instruction to accommodate students’ learning needs.

Monitoring, Assessment, and Follow-Up

- Provide clear criteria for proficiency, including rubrics and exemplars of student work.
- Frequently check for understanding and give students helpful information if they seem confused.
- Has students set goals, self- assess, and know where they stand academically at all times.
- Take responsibility for students who are not succeeding and get them extra help.
- Reflect on the effectiveness of learning and continuously work to improve it.

Specific Responsibilities

- Willing to participate beyond the academic program is punctual and reliable with paperwork, duties, and assignments; keep accurate records.
- Demonstrate professional demeanor and maintains appropriate boundaries.
- Ethical and above-board, uses good judgment, and maintains confidentiality with student records.
- Collaborate with colleagues to plan units, share teaching ideas, and look at student work.

- Seek out effective teaching ideas from colleagues, workshops, and other sources and implement them well.

Qualifications

- Speak, read and write in Mandarin and English.
- Experience working in the educational setting with elementary and middle school children.
- BA in education or similar.
- Basic computer skills
- Ability to communicate verbally and in writing using Standard English and Mandarin.
- Fluent Mandarin speaker.
- Good interpersonal skills with both adults and children.

Application Process

To be considered for the position, please complete an [application](#), and send a letter of interest, a resume, and contact information for at least *three professional references, including supervisors*, to Raquel Vizcaíno, Principal (2-8) at rvizcaino@ebinternacional.org. Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

EBI is an equal opportunity employer.