



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: Chinese Language Teacher

Saint Ann's School, an independent, non-sectarian day school enrolling approximately 1085 students in Pre-Kindergarten through High School, seeks a Chinese Language Teacher.

About Saint Ann's School

Saint Ann's School is a leading independent not for profit school located in Brooklyn Heights, New York. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school.

Position Responsibilities

Teach Chinese language, literature and culture to students in middle school. Design individualized lesson plans where appropriate and evaluate on a regular basis whether students are in the right class and at the right level for their abilities. Instruct students in a flexible, creative environment. Employ various instructional strategies based on the needs of students to teach with energy and originality. Prepare course objectives and outlines for the course of study following curriculum guidelines and the school and state requirements. Coordinate with a team of other teachers to design curricula and lessons responsive to the needs of the students in particular classes. Assign lessons and correct homework in a timely manner. Analyze and evaluate student performance. Write detailed narrative reports on each student's progress twice a year, including specific information about each student's performance and growth in spoken and written Chinese. Participate in parent conferences and meet with parents to discuss student progress and problems, including discussing a student's work with clarity and nuance. Navigate and address parental criticism. Attend follow up meetings with Division Heads, the Department Chair, Tutors or others to discuss and address curriculum effectiveness and student performance. Participate in faculty meetings.

Minimum Requirements

- Master's degree in Chinese Language and Literature
- Completion of 1 graduate level credit in Teaching Chinese Vocabulary
- Completion of 1 graduate level credit in Pedagogical Issues in Teaching Chinese as a Second Language
- Completion of 1 graduate level credit in Curriculum Design
- Fluency in spoken and written Chinese and English

**Applications**

Please e-mail a resume along with a cover letter to chineseposition@saintannsny.org. Only applications with cover letters will be considered.

Notice of Nondiscriminatory Policy

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.