

East Link Academy

JOB DESCRIPTION

TITLE: Math and Science Chinese Language Immersion Teacher

GENERAL SUMMARY

Under regular supervision, assists students in learning basic academic, social and developmental skills that will contribute to their development as mature, able and responsible men and women. This is a 195-day position. Reports to the Head of School and/or designee.

ESSENTIAL FUNCTIONS

- Provide bilingual instruction in mathematics, science and/or social studies to students, in English and Chinese, individually and in groups, using various immersion teaching methods such as lectures, discussions, and demonstrations
- Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Establish and enforce rules for behavior and procedures for maintaining order among the students
- Prepare materials and classrooms for class activities
- Observe and evaluate students' performance, behavior, social development, and physical health
- Confer with parents or guardians, other teachers, counselors, and administrators to aid students in academic and personal progress, and to resolve students' behavioral and academic problems
- Prepare, administer, and grade tests and assignments to evaluate students' progress
- Assign and grade class work and homework
- Perform other duties as assigned by administration or as customary for teachers

JOB SPECIFICATIONS

Education and Experience

SC State teaching license in early childhood education, elementary education, Chinese language preferred. Must have native-level proficiency in written and spoken Mandarin Chinese and possess appreciation and understanding of Chinese culture and history. Prior exposure to Mandarin language immersion and/or teaching children in Mandarin preferred and must possess ability to teach and communicate at an age-appropriate level for grade school children. Must be authorized to teach for a Charter school in the state of SC.

DISCLAIMER STATEMENT

This job description is not intended as an employment agreement or contract. Job duties may be altered at the discretion of the Head of School at any time without notice. A more detailed job description will be made available upon hiring.