



# PHILLIPS EXETER ACADEMY

<b>TITLE:</b>	<b>Chinese Teacher</b>
<b>CLASSIFICATION:</b>	Academic Faculty
<b>REPORTS TO:</b>	<b>Department Chair, Modern Languages</b>
<b>STATUS/HOURS:</b>	Part time, 2018/19 academic year (10 months) schedule, including one week prior to the beginning of school.

## Position Requirements

The Modern Language Department is seeking a part-time Chinese teacher beginning in the fall for the 2018/19 academic year.

- Teach all levels of Chinese, and the respective literatures and cultures
- Instruct through lectures, discussion and demonstrations in Chinese.
- Establish clear objectives for all lessons, units and projects and communicate those objectives to students
- Prepare, administer and grade tests and assignments
- Prepare materials and classrooms for all class activities
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Maintain accurate and complete student records
- Observe and evaluate students' performance, behavior, social development and physical health
- Enforce all administration policies and rules governing students
- Proficiency in basic data management systems and computer applications (e.g., Word, Excel, Access, PowerPoint, Outlook), and be willing and able to learn additional applications as needed.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.

## Additional Requirements

1. Master's degree in Education, Literature, Languages, or related discipline.
2. A minimum of three to five years teaching experience
3. Native or near-native fluency in Chinese is required.
4. Proof of authority to work in the United States, full time.
5. Successfully complete a criminal background check (**reviewed every 3 years**).
6. Clean Driving record (**reviewed annually**).

7. Successfully complete a pre-employment physical/health screening examination that may include a drug screening (**position dependent**).

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