



## **Mandarin Chinese Language Instructor Job Description** *(posted June 2023)*

Vermont Commons School is a 6-12th grade independent school in South Burlington, VT focused on Scholarship, Community and Global Responsibility. We are seeking a part-time (1/4- to 1/2-time) instructor with teaching responsibilities in the high school grades.

The ideal candidate will:

- Have professional experience teaching high school students
- Be accomplished in the area of Mandarin Chinese with a passion for sharing their interest
- Design and plan engaging curricula, drawing on current educational trends
- Quickly establish productive and meaningful working relationships with high-school students, rooted in knowledge and curiosity about what adolescent students needs
- Teach and assess students in diversified ways that use a variety of styles
- Incorporate commitment to global citizenship and environmental stewardship into their instruction, drawing on our Mission and Guiding Principles, and
- Communicate clearly and effectively with parents.
- Secondary responsibilities of Vermont Commons Faculty include the following. Depending on the teaching load of this position and availability/interest of the candidate, some or all of these responsibilities may be part of this position:
  - Part-time participation in and/or co-leading of week-long, off-campus experiential education programs three times a year
  - Serving as an advisor to grade-level or mixed-grade groups
  - Participation in department and faculty meetings, as well as professional development days
  - Sponsoring clubs and other activities
  - Proctoring study halls, lunch, and/or recesses
  - Other duties customary to the vocation of teaching.

- Ideal qualifications include
  - Professional experience in an educational setting
  - Being friendly and welcoming of all past, current, and prospective community members as well as the community at large
  - Having excellent written, digital, and verbal communication skills, including experience with Student Information Systems (SIS) and Learning Management Systems (LMS)
  - Ability to work well both independently and collaboratively as part of a tight-knit team
  - Advanced degree/s in a relevant field
- Compensation and Benefits include
  - The school uses a published pay scale for teaching and administrative Faculty based upon years of full-time professional teaching experience and educational degree attained, with a range of approximately \$40,000-80,000 annual salary. Compensation for this position will be directly derived from that pay scale according to teaching load and added responsibilities (or lack thereof, if applicable)
  - Funded professional development
- This is a part-time, exempt, academic-year, salaried position requiring the time commitment necessary to complete job requirements satisfactorily. School hours during which Mandarin courses are taught are primarily Monday through Friday, 8:30 a.m. to 3:30 p.m.; weekend and evening work, including occasional attendance at events typical to teaching, may also be required.

Position begins August 23, 2023 and the application period will remain open until filled. Interested applicants should email a brief cover letter and resume/C.V. to [employment@vermontcommons.org](mailto:employment@vermontcommons.org).

Vermont Commons highly encourages applicants who identify as Black, Indigenous, People of Color, and/or across the gender and sexual diversity spectrum. Vermont Commons School is an Equal Opportunity Employer and is committed to making a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender and sexual diversity, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.