



FACULTY JOB DESCRIPTION

Position/Title: Pre-Primary, Primary and Middle School Chinese Teacher
Appointment: School Year 2017-2018
Reports To: Directors of the Pre-Primary, Primary and Middle Schools

Laurel School is seeking talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Opening:

We are seeking a dynamic and talented teacher for our Pre-Primary to Middle School Chinese program, which serves students from exploratory courses to novice-high proficiency (level 2). The ideal teacher is inspired to spur the Chinese program forward. She or he emphasizes the use of the target language in class, is able to differentiate instruction based on learning styles, and uses a variety of assessment strategies. She or he will also need to collaborate with World Language teachers across divisions and participate in the implementation of an articulated language curriculum.

Duties and responsibilities include:

- Preparation and implementation of daily lessons
- Delivery of assignments and timely evaluation of all relevant class work and student progress
- Design and implementation of appropriate, authentic assessments and support of individual student learning styles
- Timely and proactive communication with parents about student progress
- Serving as an Advisor to small group of students
- Collaboration with other members of the faculty, administration and staff on experiential, interdisciplinary and community-based opportunities that add to the school community
- Active participation in all faculty and staff meetings
- Effective and timely communication with varied school constituencies in person, through email and through voice mail
- Support of divisional and school-wide initiatives through committee work, where appropriate
- Supervision and/or participation in non-academic activities, including lunch and study hall

Required Qualifications:

The successful candidate has native or near-native proficiency and experience teaching Chinese at the primary and middle school levels. She or he ideally holds an advanced degree in Chinese (e.g., language, literature, pedagogy, etc.), possesses excellent English writing and speaking skills, and has basic information technology and computer skills. Previous experience teaching girls is helpful but not required, as is previous experience in a private educational setting. A passion for working with Primary and Middle School age students is essential.

Salary:

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply:

Interested candidates are encouraged to review Laurel's curricular philosophy at www.laurelschool.org. To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

No Phone Inquiries Please

Chinese Teacher
Attn: HR, Miriah Seckel
Laurel School
One Lyman Circle
Shaker Heights, OH 44122

Please see www.laurelschool.org for further information and a job application.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.

Work Environment:

Laurel School is a dynamic, forward-thinking, K-12 girls' school with a co-ed pre-primary division, where every child is well known.

Laurel teachers are committed to:

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community
- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion
- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.