



Middle Years Programme (MYP) and Diploma Program (DP)
Mandarin Teacher

Job Summary:

Under the direction of the High School Director, teachers foster an educational environment conducive to the learning process for students in Grades 9-12; develop instructional materials; establish learning objectives based upon IB curriculum and guidelines; provide instruction in academic, social, behavioral, and other related skill areas; discipline and supervise students; evaluate student performance and progress; collaborate with team members and support staff across disciplines and grades.

Classification Summary:

This is a professional, exempt position with the primary function of facilitating student success in academics and interpersonal skills; to document student progress; to address specific needs of students, and to provide a safe and optimal learning environment with regular feedback to students, parents and others regarding student progress, expectations, and goals. The teacher will establish professional goals and pursue opportunities to grow professionally and attend school in-services and professional development opportunities. The work is performed independently under the general guidance of the Director. The primary duties of this position are performed in a school environment.

Essential Duties and Responsibilities:

- Develop annual, weekly, and daily lesson plans to organize the curriculum of instruction.
- Coordinate with grade level and department teams to plan and collaborate on curriculum integration.
- Establish and maintain appropriate standards of student behavior utilizing a variety of behavior management strategies and techniques.
- Prepare accurate and timely assessments of student achievement, attendance records, and maintain accurate and complete student records.
- Assign and grade class work, homework, and tests in a timely fashion.
- Collaborate with the Director and Coordinator to evaluate, revise, and/or update curricula, course content and course materials.
- Plan and supervise class projects, field trips, visits by speakers, and other experiential activities.
- Attend weekly divisional staff meetings.
- Communicate regularly with parents regarding any circumstances that warrant it, both written and oral, as well as timely entry of narratives at the end of each grading period.



- Participate in staff development activities and in-services as required or assigned.
- Participate in the Outdoor Education Program.
- Attend/Chaperone events in a way that is fair and equitable to the entire staff.
- Monitor lunch duty as scheduled by the Director.
- Maintain confidentiality with regard to records and information that has been obtained in the course of professional service with respect to students, parents, and other staff members, unless disclosure serves professional purposes or is required by law;
- Perform other related duties as assigned.

Knowledge of:

- The discipline taught;
- Effective behavior management techniques; rules and procedures for student safety;
- Formal and informal assessment strategies;
- Effective communication strategies and techniques;

Ability to:

- Work and plan collaboratively and collectively;
- Motivate students, understanding their individual needs in a positive and confident manner;
- Apply different types of teaching methods to reach all students;
- Communicate effectively both verbally and in writing;
- Display a professional attitude;
- Prepare and maintain records efficiently, accurately and in a timely manner;
- Adhere to Riverstone policies and procedures;
- Perform related tasks consistent with the scope and responsibility of the position.
- Lead wilderness trips with students in remote locations.

Required Experience and Training:

- Bachelor's Degree from an accredited college or university in Mandarin and/or fluent Mandarin speaker
- 2+ years successful experience teaching higher level Mandarin in the IB or similar program (AP)
- Ability to lead students in project based, hands-on learning experiences.
- Creative and enthusiastic approach to teaching, inside and outside of the classroom.
- Excellent team player within the Languages department and across disciplines.
- Excellent interpersonal communication skills.
- Ability to lead wilderness trips with students in remote locations.



Preferred Skills and Experience:

- State or International teaching certification
- Middle Years Programme and/or Diploma Program teaching experience

Essential Physical Abilities:

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work, prepare and review documents, organize documents and materials, and observe classroom or student activities.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation, which permits the employee to work in an office/classroom/school environment.
- Lifting or moving objects that weigh up to 20 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.

Essential Outdoor Education duties and Responsibilities:

- Carry up to 50 lbs.
- Hike 5-10 miles per day over rough terrain.
- Be comfortable performing in all weather conditions.
- Able to spend up to 3-10 days outdoors within an academic year.
- Ability to manage 10-15 students in a remote setting utilizing outdoor leadership skills.
- Participate in yearly training opportunities.

Compensation:

Faculty salary scale based on education and years' teaching experience + benefits

Application Instructions:

- Visit www.riverstoneschool.org/about/employment/ to learn more about Riverstone International School.
- Complete the Riverstone Application and upload your resume and cover letter addressing your educational philosophy, approach to pedagogy, and what you would bring to this role.



In addition to the responsibilities outlined above, all faculty are required to abide by the school's policies and procedures set forth in the Faculty Handbook.