



ROWLAND HALL POSITION DESCRIPTION

MISSION: We inspire students to lead ethical and productive lives through a college preparatory program that promotes the pursuit of academic and personal excellence.

TITLE: Part-time Mandarin Chinese Teacher, grades 6-8

REPORTS TO: Middle School Principal

Preferred Qualifications:

- Bachelor's degree required; previous teaching experience, a strong educational background, or related job experience in the subject area.
- Master's plus teaching experience preferred.
- Demonstrated knowledge of the content area.
- Commitment to the mission statement and the philosophy of the school.
- Commitment to RH goals as stated in the faculty handbook.

Job Summary:

- The classroom teacher is responsible for the education of the students in a particular academic subject area or areas on a day-to-day basis. Full-time teachers of year-long academic courses can expect approximately seventy-five students in five forty-two minute classes. Teachers who teach one-trimester courses will likely teach more students and part-time teachers will likely teach fewer.

Responsibilities:

Students

- Provide students with age appropriate academic instruction
- Encourage the growth of moral character and model good moral character
- Teach the necessary study skills for subject mastery
- Provide a disclosure document elaborating the following: course outline, grading, expectations for class work, and students' conduct
- Be available from 8:00 am – 4:00 pm to teach or to schedule conference time with students (if part-time, be available when necessary for conferences), be available during scheduled consultation times to meet with students. Other times may be necessary before school classes, coaching, and/or advising

Families

- Communicate grades and attendance with parents on a daily basis using Veracross
- Contact parents as the need arises through telephone or email conferences and return phone calls and emails to families within twenty-four hours
- Provide disclosure documents

Teachers and Administrators

- Maintain communication with other teachers, the advisor, the academic support counselor, parents, and/or the administration in regard to an individual student's progress
- Be available during regularly scheduled parent/teacher conferences
- Be able to use Veracross and to communicate by email
- Be a positive, supportive member of the faculty and larger RH community

HOURS: Part-time, 9 months/year

Salary level depends on experience and education; full benefits for full time positions.
Benefits available for .5 fte or greater.

Rowland Hall-St. Mark's School does not discriminate on the basis of race, color, religion, sexual orientation, or national and ethnic origins in the administration of its educational policies, admissions policies, financial aid programs, and athletic or other school-administered programs.

Updated: January 2012