

Position Announcement

Chinese Lead Teacher for the Wah Mei Chinese Program

Wah Mei School, San Francisco, CA

Part time temporary

Pay Rate. up to \$25/hr; DOE

Agency Overview. Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Our mission is to provide a safe and nurturing high quality Chinese-English bi/trilingual multicultural environment that promotes children's development while building a supportive community for their families. Our programs now include Early Care & Education, Before and Afterschool, Chinese Classes, and Summer Camp Programs at multiple sites.

Position Overview. Wah Mei is seeking creative and experienced native-fluency/literacy Chinese teachers to foster a Mandarin/Cantonese immersion environment where children learn the language through hands-on exploration and enrichment activities for the Wah Mei Chinese Program. The Chinese teacher oversees a classroom of up to 15 students in the instruction and development of Chinese language lessons for children, ages 3 to 8. The teachers will be responsible for conducting virtual one-on-one sessions and/or in person lessons. In addition to program hours (weekdays, flexible hours & Saturday 9:00 AM - 1:00 PM), Chinese Teachers will be paid for planning time and for training workshops.

Key Responsibilities

- Develop and implement engaging and effective Chinese language curriculum for students at various proficiency levels.
- Plan and deliver high-quality lessons that incorporate speaking, listening, reading, and writing skills.
- Collaborate with other language teachers and staff to enhance the overall language program.
- Assign and grade class work, homework, tests and assignments.
- Work to build positive relationships with families and parents. Assess student progress and provide timely feedback to students and parents/guardians.
- Prepare thoughtful and well written monthly progress reports for children in your group
- Create a positive and inclusive learning environment that promotes cultural understanding and student participation
- Support the preparation, delivery, serving, and consumption of snack in accordance to appropriate food handling guidelines
- Follows agency health and safety policies and procedures
- Attend team meetings, trainings (mandated reporting, sexual harassment prevention) and or workshops, as required
- Perform all other duties as assigned

Requirements. Wah Mei seeks applicants who are available to work weekdays (flexible hours) and/or weekends during program hours (Saturday 9:00 AM - 1:00 PM), and have a passion for teaching Chinese language lessons for children. The ideal candidate must have emotional intelligence and be a positive role model. We are looking for a passionate individual who can inspire students and foster a love for the Chinese language and culture.

Organizational skills and the ability to multi-task – facilitate an activity while “seeing” all the side activities happening in the room – is necessary. Additional hobbies and skills to share with students for enrichment activities are also a plus.

- Proficiency in Mandarin/and or Cantonese Chinese, both written and spoken
- Familiarity with technology integration in the classroom and lesson plan (i.e., Microsofts, Google Drive, Zoom, etc.)
- Passion for working with children and supporting their language learning journey
- Excellent communication and interpersonal skills.
- Ability to differentiate instruction to meet the diverse needs of students.
- Must be able to provide TB and medical clearance
- Must be able to pass fingerprint and DOJ clearance
- Ability to be punctual for sessions is a must
- Able to communicate in person and via email in simple English

Preferred Qualifications

- Minimum 1 year of experience teaching children, ideally in Chinese and in a classroom setting
- Teaching portfolio or sample lesson plans (optional).
- Prior tutoring experience (online or in-person) also helpful
- CPR and First Aid Certification preferred
- SFUSD requires program providers to be vaccinated against COVID-19. If there is a medical reason or reasons sincerely held religious belief preventing vaccination, must show proof of negative COVID tests every two week

To Apply, please send a resume and cover letter indicating your interest to [hiring@wahmei.org](mailto: hiring@wahmei.org). Please include up to three references, including their relationship to you and how long you have known them.

We look forward to welcoming a skilled Chinese Lead Teacher who will inspire our students and contribute to the continued success of our language program.