

## Position Announcement

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# Chinese Teacher Assistant for the Wah Mei Chinese Program

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Wah Mei School, San Francisco, CA

Part time temporary

**Pay Rate.** Up to \$21/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

- Collaborate with the lead teacher to plan and deliver engaging Chinese language lessons.
- Assist in creating a positive and inclusive classroom environment that promotes active student participation.
- Support students in their language development through one-on-one or small group instruction.
- Assist with classroom management and behavior guidance, ensuring a safe and respectful learning environment.
- Help develop instructional materials and resources to enhance teaching effectiveness. Monitor students in the use of learning materials and equipment
- Assist with assessments and provide feedback to students on their progress.
- Motivate, inspire and support child development by building effective relationships to match each child's individual needs
- Work to build positive relationships with families and parents. Communicate any and all necessary information
- Foster cultural understanding by sharing aspects of Chinese culture and traditions.
- 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 seeking candidates who will dedicate their efforts to helping students improve their Chinese language fluency in a nurturing learning environment.

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
- Flexibility and adaptability in a classroom setting
- 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.

Join our dedicated team of educators and contribute to our children's Chinese language learning journey. We look forward to receiving your application for the role of Chinese Assistant Teacher.