

Overview

Chinese Culture Connection (“CCC”) promotes intercultural harmony, strengthens diverse communities and builds bridges between American and Chinese people through interactive educational programs and arts in schools, libraries, museums and community centers. CCC is a volunteer-driven organization with a small staff and a lofty mission.

About this position

CCC seeks creative, dynamic, and responsible Chinese after-school teacher to work with children in kindergarten through grade 6 during the school year, Monday through Friday from 2 to 5:30 pm. On five Tuesdays, early release days will require a schedule of 11am until 5:30 pm. Additional hours (30 – 40 per week) may be required for our summer program which runs between the last week of June and the third week of August. Our afterschool teachers encourage social, physical, and intellectual growth within children and possess a strategic mindset. An ideal candidate is a friendly, approachable individual with a passion for teaching and excellent communication skills.

Responsibilities

- Plan, prepare, and implement an approved Chinese language curriculum, which may include general language learning, poems, classics and songs/movements to engage the children.
- Oversee daily lesson plans and activities that focus on developing children's Chinese language skills.
- Assist children with assignments and homework, such as reading, writing, and math, as necessary.
- Prepare learning materials and equipment, such as books, arts and crafts, stationery, and other supplies as needed.
- Interact with children to provide guidance, emotional support, and motivation to complete tasks.
- Create monthly or quarterly progress reports to monitor children's scholastic development and personal growth.
- Meet with parents to discuss their children's performance and any areas in need of improvement.
- Maintain an organized and clean classroom environment and ensuring students conduct themselves appropriately.
- Ensure that all school and regulatory rules, policies, and guidelines are adhered to in the classroom.

Requirements:

- Associate or bachelor's degree in teaching, early childhood education, Chinese / Asian studies, or a similar field preferred.
- Experience working as an after-school teacher, teaching assistant, or in a similar role.
- Ability to foster a fun and safe classroom environment conducive to learning.
- Strong knowledge of child behavior and learning patterns.
- Ability to work with children and remain friendly, calm, and patient at all times.
- Excellent communication and interpersonal skills.
- Good analytical and problem-solving skills.
- Ability to set rules and guidelines for children to follow.
- Solid organizational skills and ability to maintain a tidy and neat classroom.
- Bilingual skills (fluent in both speaking and writing Mandarin and English) a plus.

Hourly rate \$25-35 per hour, depending upon experience.

To Apply: Send a resume and cover letter to mhung3@chinesecultureconnection.org with the subject line “Little Dragon Chinese afterschool teacher.” No phone calls please. Position open until filled.

CCC is an Equal Opportunity Employer. People of Color, indigenous people, immigrants, LGBTQ and gender nonconforming individuals, and women are strongly encouraged to apply.