

## **Chinese Culture Connection Afterschool Program Teacher**

**Malden, MA | On-Site**

### **Who We Are**

The Chinese Culture Connection (“CCC”) is a 501(c)3 nonprofit organization based in Malden, MA. Through diverse educational programs, cross-cultural dialogues, and special events, we empower Chinese immigrants and Chinese descendants of the Greater Boston Area to appreciate and retain their heritage, develop bicultural fluency, while enriching others with a deeper understanding of Chinese language and culture.

### **Afterschool Program Summary**

Our Afterschool Program is designed to serve kindergarten through 6th grade students. We provide a welcoming environment where they can learn about the Chinese language and culture, transcending cultural boundaries and forging connections. Our approach emphasizes hands-on experience and exposure to various subjects, encouraging students to build self-confidence and discover their potential.

### **Position Overview**

The CCC is currently seeking enthusiastic and dedicated Afterschool Teachers to work with children from kindergarten to grade 6 throughout the school year. The schedule is Monday to Friday from 2:00 p.m. to 5:30 pm, with adjustments on early release days from 11:00 a.m. to 5:30 p.m. 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.

The Afterschool Teacher plays a vital role in fostering the social, physical, and intellectual development of the children they work with. The ideal candidate is friendly, approachable, and passionate about teaching, demonstrating exceptional communication skills and possessing a strategic mindset.

### **Responsibilities**

- Plan, prepare, and implement an approved English and/or Chinese language curriculum, which may include general language learning, poetry, literary classics, and songs/movement activities to engage children.
- Oversee and conduct daily lesson plans and activities that focus on developing children's English/Chinese language skills.
- Provide necessary assistance to children with their assignments and homework, including tasks related to reading, writing, and math.
- Prepare the required learning materials and ensure availability of necessary equipment such as books, arts and crafts supplies, stationery, and other essential items.
- Interact with children, provide guidance and emotional support, and motivate them to complete tasks.

- Create monthly or quarterly progress reports to track and assess children's academic progress and personal development.
- Arrange meetings with parents to discuss their children's performance and areas where improvement is needed.
- Maintain a well-organized and tidy classroom environment while overseeing students' behavior to ensure proper conduct.
- 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 afterschool 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.
- Language skills (fluent in both speaking and writing Mandarin) are a plus.

**Hourly rate: \$25-35**, depending upon experience.

## How to Apply

Please send a resume and cover letter to [fxia@chinesecultureconnection.org](mailto:fxia@chinesecultureconnection.org) with the subject line **“Chinese Culture Connection Afterschool Program Teacher.”** No phone calls please. Position open until filled.