



**Mandarin Teacher**  
**Collegiate School – New York, NY**  
**August 2024**

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**SCHOOL PROFILE**

Collegiate is a K-12 independent boys' school, led by Head of School David Lourie, located on the Upper West Side of Manhattan. We are a small school of 666 students housed in one building, giving us a unique sense of community and camaraderie. Students travel through 3 divisions, Lower (K-4), Middle (5-8) and Upper (9-12). Our student/teacher ratio is 6:1, with over 76% of our faculty having advanced degrees, allowing for close relationships and excellent, engaging teaching.

Our school was founded in 1628. Over the years it has moved around the city, with our last location of over 125 years being at 77th Street and Broadway. We moved into our new facility at 301 Freedom Place South and 61st Street in 2018. Our building, designed and built exclusively for our use, provides students with state-of-the-art classrooms, a 40,000-book library, two gymnasiums, a full theater and a blackbox, along with two outdoor spaces.



**Carney  
Sandoe**  
& ASSOCIATES

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## **POSITION OVERVIEW: MANDARIN TEACHER**

The Modern Language Department seeks a dedicated, dynamic, and experienced Upper School (with the flexibility to serve in the Middle School) teacher for its Mandarin program. Successful candidates will possess a high level of proficiency in all of the modalities of the language - speaking, listening, reading and writing - with an ability to engage curious and active boys who thrive on imaginative and versatile pedagogy. The Mandarin Teacher is familiar with the National Standards and the ACTFL guidelines and prioritizes communicative learning as well as intercultural competence. This individual is highly interactive and communicative in and out of the classroom, collaborating closely with colleagues. The ideal candidate will be an excellent student advisor, projecting a vivid presence in the Upper and Middle School. This person will have a desire and ability to take on a significant extracurricular role. Additionally, the Mandarin Teacher must possess an enthusiastic commitment to the importance of building and sustaining a diverse, just, inclusive, and equitable academic environment.

Under the general supervision of the Head of Upper School, the Mandarin Teacher is responsible for the instructional program, general operations and management of their assigned class within the Modern Language Department. This position is responsible for building on the academic foundations established at earlier grade levels, developing lesson plans, advising students, independent learning exercises, material, curricula and methods that keep in mind the needs of the individual child and whole-group dynamic.



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## **Essential Duties**

- Teaches classes as assigned, providing effective and professional classroom instruction, assessment and management;
- Designs and implements curriculum and instruction consistent with the mission, values and standards established by the School;
- Ensures the classroom, lessons and materials foster diversity, inclusion and belonging;
- Assesses students to evaluate their abilities, strengths and weaknesses;
- Grades students' assignments and exams, building students' confidence, independence and accountability;
- Collaborates with colleagues on curriculum development and on enhancing instructional practices and strategies;
- Establishes effective communications and relationships with students and parents;
- Exhibits a growth mindset about teaching practices and works toward professional goals and development;
- Helps to maintain School policies, protocols and expectations;
- Develops and maintains professional, collaborative and collegial relationships with faculty and staff, as well as with community partners to the benefit of students and classes;
- Supports the work of the Head of School and senior leadership;
- Participates in required non-classroom activities including parent/student conferences, retreats, faculty meetings, field trips and special activities and performance events;
- Provides effective supervision of students to promote a safe and healthy environment and School experience; Supervises students outside of the classroom - for example, during lunch or study hall;
- Completes required reports and tasks timely and professionally;
- Performs related duties as assigned.

## **Knowledge, Skills and Abilities:**

- Ability and willingness to participate fully in a dynamic day school located in New York City;
- Excellent communication skills, both orally and in writing;
- Ability to remain responsible at all times for the supervision of students during classes and generally at all times when on campus or off campus;
- Ability to learn new technology and systems commensurate with program level requirements;
- Ability to demonstrate creativity and flexibility in pedagogy;
- Demonstrated ability to act as a role model of professionalism;
- Ability to model honesty, accountability, understanding, tolerance, respect, love and kindness for the students;
- Ability to multitask, keep calm under pressure and treat everyone with respect;
- Displays curiosity, a positive attitude, flexibility and a good sense of humor;
- Ability to follow all policies and procedures of the School as written in the employee and parent handbooks.



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### **Education and Experience:**

- A Bachelor's degree from an accredited college or university in teaching or related field required. Master's degree or higher preferred. Must possess a minimum of two years of teaching experience.
- Special Requirements:
- Must be able to complete a background check.
- Native fluency for language teachers

### **Physical Conditions and Work Contacts:**

Regularly required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl.

Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Salary Range:** \$71,790 - \$148,830, based on experience

### **TO APPLY:**

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

- *Current resume, including phone number and email address*
- *Cover letter stating interest in and qualifications for the position*
- *Personal statement*
- *Reference List*

To Njeri Allen ([njeri.allen@carneysandoe.com](mailto:njeri.allen@carneysandoe.com)). Please note references will not be contacted until the candidate is notified. **Please do not contact the school directly.**



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