



A Classical Education for the Modern World

Washington Latin is a liberal arts, college preparatory school with a classical mission. We serve 700 students in grades 5-12 from across the District. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter. We strive to help our students to become thoughtful people who will contribute to the public good and continue a lifelong quest towards a fuller humanity.

Job Title: Upper School Part-Time Chinese Teacher (August, 2018 – January, 2019)

Responsible to: Principal and Head of School

Job Purpose: To foster the intellectual and personal growth of students; and to understand and follow the mission of The Washington Latin Public Charter School.

Job Description: Washington Latin Public Charter School is looking for a part-time Chinese teacher to teach 3 sections of Chinese during the first semester while one of the school's Chinese teachers is on maternity leave. Specific duties will include:

- Teach three sections of Chinese: 3, 4, and Advanced Placement
- Prepare lessons and grade papers for three sections
- Maintain gradebook and write comments at first and second quarters

Qualifications:

- Master's Degree in Chinese or related field preferred; BA required
- Some experience teaching high-school students
- Flexibility in schedule
- Ability to start in late August and continue through the end of January

Professional obligations to STUDENTS:

- Teach, manage and appreciate students assigned to one's classes;
- Implement current curriculum and contribute to its ongoing development;
- Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- Establish and consistently administer high academic and personal expectations for students both in and out of one's classroom;
- Return all student work in a timely, effective manner;
- Maintain current and accurate student records;
- Write thoughtful, timely, articulate comments about students' progress;
- Provide extra help for students as needed, regularly being willing to give of one's time outside of normal school hours;
- Provide support, guidance, and time to advisees;



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- Attend important outside activities of advisees where appropriate;
- Support and enforce the School's Anti-Bullying Policy;
- Carry out assigned oversight duties (lunch, study hall, advisory, field trips, testing, etc.)
- Hold oneself to the same standards to which one holds students.

Professional obligations to COLLEAGUES AND ADMINISTRATORS:

- Be respectful of one's colleagues and administrators in word and deed;
- Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;
- Be present at as many after-school activities as possible;
- Discuss any complaints with those directly involved;
- Participate fully in all faculty meetings;
- Assist with admissions visits as needed;
- Be responsible with the limited resources of the school;
- Fulfill the responsibilities and conditions of employment detailed in the Faculty Handbook;
- Substitute for colleagues whenever necessary;
- Alert the administration about any contentious interactions with students or parents.

Professional obligations to PARENTS:

- Recognize the partnership between school and home as a crucial component of a student's experience in school;
- Prepare for and attend parent conferences;
- Respond to all parent phone calls and emails in a timely, courteous manner;
- Write thoughtful, timely, articulate comments about students' progress;
- Present oneself as a professional on parents' nights;
- Work with parent volunteers;
- Alert the administration about any contentious interactions with parents.

Professional obligations to ONESELF:

- Actively pursue professional development opportunities;
- Join all relevant educational organizations for one's continued growth;
- Discuss with your supervising administrator any particular conditions that could make life at WLPCS more enjoyable and productive;
- As much as possible, maintain some healthy balance of professional and personal time.



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This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.

If interested, please fill out our initial application located under the employment page of our [website](#) or [here](#).