



---

## JOB DESCRIPTION

**POSITION TITLE:** **Independently Contracted Mandarin Teacher**

*This position is not considered an employee of Crossing Borders.*

---

**POSITION REPORTS TO: Teacher Coordinator / Center Director**

---

**POSITION PURPOSE:**

Responsible for planning, organizing and implementing instruction for Mandarin Language Learners to develop their language skills and thrive alongside their Mandarin-dominant peers. The Tutor focuses instruction on Reading, Writing, Speaking and Listening as outlined in the Crossing Border's curriculum and Mandarin language Proficiency Standards.

---

**ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

- Assumes responsibility for the effective delivery of instruction based on curriculum.
- Assumes responsibility for developing and delivering lesson plans utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspect of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets.
- Assumes responsibility for administrating appropriate evaluation and assesses the accomplishment of students on a regular basis and provides progress report as required.
- Communicates with Crossing Borders, students, and parents.
- Attends meetings as necessary for student assessment and in compliance with Crossing Borders policy.
- Other related duties may be required.

---

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:** Bachelor's Degree required.

**REQUIRED KNOWLEDGE:** Thorough knowledge of appropriate Mandarin language teaching skills. Bachelor's degree (preferably in language, education, or a related field). Native Mandarin speaker.

**EXPERIENCE REQUIRED:** At least two (2) years of Mandarin Language teaching experience.

**SKILLS/ABILITIES:** Proficient in English.  
Outstanding personal and interpersonal communication skills.  
Excellent oral and written communications abilities.  
Well-organized and attentive to detail.  
Able to operate copier and basic office equipment.  
Highly motivated, versatile, dependable, and dynamic.  
Ability to work on your own with minimal supervision.

---

**COMPENSATION**

This is a part-time contract position that offers variable pay rates based on class assignment.

Tutor will utilize his or her own computer, Internet connection, and other teaching equipment.

Crossing Borders will provide with basic class material according to curriculum.