Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59-acre campus where 860 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community.

**JOB TITLE:** Upper School Substitute Mandarin Teacher

The Oregon Episcopal School Department of World Languages is seeking an experienced Mandarin teacher for frequent on-call subbing during the 2015-16 academic year. Qualified applicants will have a strong background in Mandarin language and Chinese culture, native-level fluency, and teaching experience.

**ESSENTIAL DUTIES:**

- Report to work as soon as possible after receiving request for substitute teacher.
- Carry out lessons and regular routines according to the regular teacher.
- Provide written notes on the plans the teacher left or keep a separate record of how the lessons went, what problems occurred, what changes may have been made, etc.
- Perform additional daily duties assigned to the regular teacher.

**MINIMUM QUALIFICATIONS:**

- BA/BS or equivalent
- Two years of teaching experience
- Native or native-level fluency in Mandarin
- Ability to pass a criminal background check and drug screen

**PREFERRED QUALIFICATIONS:**

- MA/MS or equivalent in relevant discipline
- Five years or more experience teaching Mandarin in independent schools
- Experience teaching Middle and Upper School students

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of and appreciation for teaching high school students
- Interpersonal skills, ability to maintain collegial relations with colleagues
- Intercultural competence, ability to interact appropriately with a diverse array of individuals

**PHYSICAL REQUIREMENTS:**

- Primarily classroom environment requires some sitting at a computer and keyboarding
- Ability to lift of up to 20 pounds on an occasional basis
- Able to see, hear, and speak clearly to communicate with individuals and groups
- Ability to move about the classroom, school, and the OES campus.

**COMPENSATION:** $25 per hour
APPLICATION PROCESS: Please visit the OES website to learn more about the School and its programs: http://www.oes.edu. Interested candidates should forward cover letter, resume, and completed application, available here: http://www.oes.edu/uploaded/contacts/application.pdf to the attention of World Languages Department Chair Kelola McCrary at mccraryk@oes.edu or Oregon Episcopal School, 6300 SW Nicol Road, Portland, OR 97223. Please note, application must be printed, signed and scanned and sent by email, faxed or mailed. Open until filled. No phone calls please.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.