



# Agape Community Center

378-18<sup>th</sup> Avenue, San Francisco, CA 94121 Phone: 415-387-7204 Fax: 415-751-6389

Website: [www.accsf.org](http://www.accsf.org) Email: [accsf@accsf.org](mailto:accsf@accsf.org)

## *Position: PM Teacher - Chinese*

### Position Summary:

- Teach Chinese and Chinese culture to students from kindergarten to 8th grade.
- Motivate students to develop competency in speaking, reading and writing Chinese.

### Responsibilities:

- Teach curriculum assigned by the school.
- Submit lesson plans weekly to the program coordinator for review and suggestions.
- Keep the daily plan in easy access in the event that a substitute is needed.
- Assign student homework from Monday to Thursday.
- Be responsible for classroom management and student discipline in keeping with the school guidelines and policies.
- Supervise and monitor students at all times including recess, dismissal time, hallways, restrooms, outdoor activities, etc.
- Keep the classroom clean and tidy to provide a safe and positive learning environment. All classroom belongings must be stored away on Friday.
- Report accidents and/or concerns to the program coordinator. Keep accident reports in logbook.
- Participate in leading assembly on Friday from 12:45 to 1:30 pm as assigned.
- Be available and prepare students for Open House.
- Be available to talk to parents or guardians as needed.
- Attend weekly meetings as required.

**Please submit your resume to Helen Leong, Agape Community Center. Please call or email for questions regarding this position.**