

**Mission Statement**

Regis High School transforms Catholic young men through an academically exceptional Jesuit education in a caring community which inspires leadership, generosity, and a lifelong passion for service as Men for Others. Regis is tuition-free, and merit-based, giving special consideration to families in need of financial assistance.

**Position**

As a part time **Mandarin Teacher**, you will have the extraordinary opportunity to work with approximately 530 exceptional young men, talented faculty, and dedicated staff. Located in New York City, Regis High School is a Catholic, Jesuit, college preparatory school and the only Jesuit, full-scholarship high school in the country.

The school was founded in 1914 through the extraordinary generosity of an anonymous woman and her family. Regis now thrives on the philanthropy of alumni, parents, and friends as its most significant source of financial support. Regis prioritizes academic excellence while nurturing a spirit of generosity and service to those in need. Regis aspires to inspire and educate a diverse student body, nurturing them into imaginative Catholic leaders committed to promoting justice and exerting influence in the Church, their civic community, and their chosen profession.

**Position Summary**

Regis seeks a qualified candidate to join its faculty as a part time **Mandarin Teacher** for the 2024-2025 Academic Year. This is a part-time faculty position. Work hours may vary and will include some evenings and weekends for special school events. Salary is competitive for the New York City area and is commensurate with experience. The 2024-2025 school year begins for new faculty members at the end of August 2024 and concludes June 13, 2025.

**Job Responsibilities**

* Will perform services that include the preparation of examinations, the correction and assignment of grades, and assigned proctoring.
* Responsible also for ongoing professional development, the customary conferences with students and parents, individual guidance of students, serving as an academic advisor with a student advisement group, direction of student extracurricular activities, service on faculty committees, active service in studying department and school issues, preparation of syllabi, attendance at events listed in the school’s Faculty Handbook under “Faculty Staff Participation in Key Events,” attendance at faculty meetings, and participation in other such professional incidental services, in the judgment of the Principal, the needs of the school require.
* Will be one of the department’s coordinators for foreign language exchange programs.
* Will be generally available to the students in his/her assigned department resource room through the school day when not teaching class; further, is to have one hour after school availability.
* Attend and participate in key faculty and staff events as required,as well as faculty meetings and will provide other such professional incidental services, in accordance with the judgment of the Principal, and the school needs and requirements.
* Supports and is willing to advance the Catholic and Jesuit mission of the school.
* Works in collaboration with the administration in observing the principles and ideals for which Regis High School stands.
* Devotes energies to teaching in conformity with the policies of Regis High School and is subject at all times to the general control and supervision of the Principal.
* Complete tasks as assigned by an administrator, including a willingness to work at times outside the normal school day and school year.

**Qualifications & Skills**

* Position includes ability to teach Mandarin I through IV
* Experience working with adolescents.
* Excellent organization and communication skills
* Successful teaching experience (high school or higher education)
* Familiarity with and understanding of practical uses of technology for instruction

**Education**

B.A./B.S. Degree with a major or minor in Mandarin, Master’s degree preferred.

**Status**

This is a part-time, 10-month position.

**Compensation & Benefits**

$71,660+,Commensurate with years of experience and level of success in the institutional advancement area,.

##### **Other expectations**

A willingness to work at times outside the normal school day and school year, including weekend events and summer immersions.

The school expects one to conduct oneself at all times in a manner which shall not bring reproach upon oneself or the school.

The job description is to be used merely as a guide of expectations rather than an exhaustive list of all duties and competencies. All requirements and skills are subject to change as the organization needs to evolve.

**How To Apply**

Interested applicants should submit a cover letter and resume by email to employment@regis.org. Qualified applicants will be contacted once all required documents have been submitted. Applications will be accepted until the position is filled.

The Regis community strives to foster a sense of belonging at all levels of the organization. The hiring managers and school leaders seek to recruit and retain highly talented faculty and staff who are committed to the Catholic Jesuit mission and values. Central to this mission is a commitment to diversity and care for the whole person (cura personalis). Regis is an Equal Opportunity Employer.