



Bellarmino
College Preparatory

Mandarin Instructional Assistant

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a Mandarin Instructional Assistant to work approximately 15 to 18 hours per week, beginning August, 2020. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Support the Mandarin teacher on MCL curriculum, instruction, and assessments
- Hold regular office hours and meet with students who need assistance
- Communicate regularly with the Mandarin teacher to ensure the success of each student
- Abide by all school policies and regulations
- Complete other duties and/or projects as assigned

Minimum Qualifications/Skills:

- High school diploma
- Advanced proficiency in Mandarin
- Familiar with the Mandarin typing system, knowing both traditional and simplified character (龍 and 龙)
- Demonstrate an understanding of key principles of language acquisition and the creation of linguistically and culturally rich learning experiences
- Integrate and use technology for instruction and assessment
- Ability to work effectively with staff and students at all levels, displaying a positive attitude, demonstrating cultural proficiency, and exhibiting motivation and drive; this includes the ability to provide clear expectations to students while building positive relationships
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents; this includes the ability to resolve conflicts
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames and with strong attention to detail, including the ability to stay focused and manage multiple projects/activities simultaneously
- Proficiency with Microsoft Office Applications and the ability to operate all other applicable software
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- Experience teaching at high school or college level
- Familiarity with Jesuit secondary education

Physical Requirements:

- Ability to lift up to 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom/work environment s needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

General Information:

- This position is classified as Supplemental/Temporary
- This position is non-exempt
- This position is not benefits eligible
- This position will begin work on/about August 10th to prepare for the school year and is to be completed in accordance with the published school calendar as instructed by the school's administration
- The majority of the hours will be completed remotely through Microsoft Office Applications, PowerSchool, and the Canvas Learning Management System
- ***Due to BCP's recruitment timeline for this position, applications received by Monday, June 22, 2020 will be given priority for review and consideration. Applications received afterwards may be reviewed but is not guaranteed.***

To Apply Online: Please complete the ***Bellarmino Faculty Application Form*** located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating **"Mandarin Instructional Assistant"** in the subject line of the e-mail.

To Send by Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
