

Position Title: High School Business Teacher

Job type: Full-time

Work hours: 40 hours per week (20 teaching hours, 20 office hours)

Location: Chengdu, China

Start date: September 1, 2017

Contract length: September 1, 2017 – July 4, 2018 (or longer based on experience)

School Introduction:

Wanda No.7 High School is part of Chengdu No.7 High School, one of the first key high schools designated by the Ministry of Education of China and considered as the top high school in Sichuan Province well-known across the country for its high quality education and good academic performance. The campus covers 50,000 square meters, with 32 senior and junior classes with over 1,800 students. The school faculty numbers 200 professionals, including 10 Superior Class Teachers, 10 Academic Leaders awarded by the Chengdu Government, and 60 Senior Teachers. Among the faculty members, 40 have been awarded titles such as Excellent Teacher and Model Worker conferred by the State, Sichuan Province, and Chengdu City.

Main Responsibilities:

- Teach Business and American culture courses. Teaching levels include basic subject knowledge and academic improvement.
- Prepare clear and detailed lesson plans and content before class, grade homework and assess student work and exams.
- Guide and organize students to design and implement small business projects.
- Supervise students during self-study hall.
- Attend weekly group meetings and staff meetings.
- Conduct peer observations to exchange and promote effective teaching techniques.
- Design examination papers for students in addition to answer keys.
- Deliver presentations or lectures sharing insights on American culture, US college application preparation, and other topics when necessary.
- Support student recruitment initiatives by participating in marketing activities and events such as conducting student interviews and consulting with students about study abroad options.
- Other related responsibilities as requested.

Qualifications:

- Must possess a Bachelor's degree or above in Business or related majors
- Preference for TEFL, TESOL or other teaching certifications
- At least 1 year teaching experience, preferably in Business
- Strong passion for and commitment to education
- Excellent communication skills

Compensation package (10-month contract):

After-tax monthly salary (12000-18000RMB, based on background and experience), monthly housing allowance, flight allowance, contract completion bonus, work visa sponsorship and reimbursement, paid winter/summer break, paid Chinese national holidays and sick leave, Chinese language lessons, bilingual assistant, and free airport pick-up service.

Send cover letter and resume to: Ms. Shelly Lai hr@truechina.org.