

## SWAN JOB DESCRIPTION

### ***TITLE: Full Time English Preschool Teacher***

#### **About us:**

Founded in 1996 as a non-profit, community-based organization, Shuang Wen Academy Network (**SWAN**), proposed to the New York City Department of Education (formerly Board of Education) the Shuang Wen School, which was later established in 1998 as a New York City public school. The goal of SWAN has been to conduct the After-School and Summer Programs, as well as serve as a bridge between the School and the community. SWAN's long term vision is to prepare students in both English and Mandarin, American and Chinese cultures, in order that they may participate fully in an increasingly relevant global environment.

With increased demand from families. In fall of 2016, SWAN is establishing its first Chinese American International School for ages 2 to 4.

#### **The Position:**

This is a full time 35 Hour school year (September to June) position with medical and vacation benefits. He/she reports directly to the Educational Director with the following responsibilities;

- Develop and design curriculum, lesson plan, and instructional materials.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
- Employ a variety of instructional strategies that are based on the needs and interests of students
- Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Communicate with parents about students' progress and cooperate with parents to resolve students' behavioral and learning problems.
- Create an effective environment for learning through attractive displays and bulletin boards.
- Maintain professional competence through in-service professional growth activities.
- Supervise students in out-of-classroom activities.
- Direct and supervise the teaching assistant.
- Enforce program administration policies.
- Attend staff meetings, and serve on committees as required.

#### **Qualifications:**

- Must pass full background check includes fingerprinting.
- BA in Early Childhood Education or related field of study required.
- Current Valid Certification issued by the State Education Department pursuant to 8 NYCRR required.
- Prefer minimum 3 years' experience in working with preschool students in an educational setting.
- High energy, motivation, and skills needed to work with children.
- Willingness to accept guidance and supervision. Possess a sense of patience and self-control.

#### **How to Apply (Deadline, 9/3/2018):**

Interested candidate should email resume and cover letter to [info@swan-nyc.org](mailto:info@swan-nyc.org).