

**The Geffen Academy, UCLA
World Languages Department**

Call for Mandarin Chinese and Spanish Teacher

Summary: Under the direction of the head of the World Languages department at Geffen Academy at UCLA, Geffen Academy Educators will be responsible for the delivery of an excellent program of secondary school instruction, including participation in the creation of a course of study, offering excellent instruction to the Academy's students in as many as five (5) courses each term, and participating in the life of the Academy in a robust and fully engaged manner. This is a bargaining unit covered position.

Department Qualifications: The World Languages Department will offer Spanish and Mandarin as its foundational languages upon opening its doors this Fall 2017. Candidates for this position must possess a superior command of at least one of these languages. A knowledge of multiple languages is preferred. Some middle school experience is a plus.

At the Geffen Academy, we value the study of world languages as an opportunity to build robust communication skills for lifelong learning and service, to foster empathetic cultural understanding and to empower students to interact with and embrace local and global diversity. In order to accomplish this, the World Languages Department seeks a candidate with experience in cross-department collaboration, creation of units of study and preferred experience connecting students to language communities in Los Angeles in an extended study of language outside the classroom.

Additionally, the department acknowledges the needs of different language learners. Thus, a candidate skilled in teaching both heritage language learners and non-heritage language learners is preferred. The World Languages Department will be using ACTFL's markers of proficiency to place students in appropriate language classrooms. Candidate should be familiar with ACTFL proficiency rubric. Training in ACTFL proficiency testing is a plus.

Job Duties

- Assist the Head of School and Admissions Director in student recruitment activities
- Consistent with department leadership's direction, collaborate with other faculty in creation of an Academy program that meets the need and interests of the Academy's students
- Consistent with department leadership's direction, collaborate with relevant UCLA faculty in devising programs that enable the Academy's students to take advantage of the Academy's relationship with a research university operating at the cutting edge of knowledge creation
- Consistent with department leadership's direction, evaluate and choose books, digital materials, experiential opportunities such as museum visits and theatrical performances, and other academic resources
- Communicate information about student progress to relevant student services colleagues, including but not limited to department head, Dean of Students, academic advising and college guidance staff, Academic Coordinator, Registrar, counselor/psychologist, and athletic team coaches
- Participate in department representation at parent evenings and recruitment events
- Consistent with department leadership's direction, assess the continued relevance and success of course offerings within the department
- Participate in committee work, whether the committee's focus is solely within the department, or reaches to other parts of the Geffen Academy enterprise
- Consistent with department leadership's direction, participate in interdisciplinary instructional programs

- Consistent with department leadership's direction, serve as instructors/mentors/advisers of students' independent projects
- Consistent with Academy leadership's direction, engage in co-curricular and extra-curricular activities
- Consistent with department leadership's direction, orient new faculty and establish appropriate mentoring relationships
- Meet as needed with the department
- Consistent with department leadership's direction, participate in continuing professional development activities
- Be available to provide proper coverage of instructional work for both scheduled and unscheduled absences of colleagues
- Be available to students and parents for any and all department related issues
- This list of duties is not exhaustive. Department heads will be expected to assure that all aspects of the Geffen Academy program within the ambit of their disciplines is led by capable staff who are carefully supervised and appropriately compensated
- A Geffen Educator's workload may vary from term to term and year to year. Each Geffen Academy Educator's annual contract will reflect the workload anticipated for the time covered by the contract. Teaching or other duties beyond those set forth in a contract may lead to additional compensation

Qualifications: The successful candidate must have a Master's degree in a related field and a strong background in secondary education with a clear understanding and embrace of the Academy's mission, vision, and values. A record of outstanding success as a secondary or university educator. Experience in a "bring your own device" educational setting and/or commitment to BYOD program. Excellent interpersonal, written and verbal communications skills to articulate and explain instructional issues to colleagues, students, and families. Must be self-directed and able to effectively prioritize and handle multiple tasks subject to frequent interruption. Must be capable of developing and sustaining close, effective working relationships with colleagues in the department and from other parts of UCLA and of the Academy staff on matters of interdisciplinary and institutional concern. Experience in a variety of instructional and co-curricular/extra-curricular roles within a secondary school would be a plus.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy, see: UC Nondiscrimination & Affirmative Action Policy <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

To apply: Please apply by accessing the UC Recruit link below. All applications and materials should be submitted via UC Recruit in order to be considered for review. When accessing the link proceed to the "Applicants" section, then scroll to the heading titled "Chancellor's Organization" where all positions available at the Geffen Academy for 2017-2018 are found.

Link: <https://recruit.apo.ucla.edu/>

For further questions contact:

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