



JOB ANNOUNCEMENT: Mandarin Teacher

REPORTS TO: Dean of Faculty & World Languages Department Chair

EMPLOYEE STATUS: 67-89% FTE, Exempt, Academic-year

WORK SCHEDULE: Bay teachers are expected to attend their classes, tutorial periods, staffulty and collaborative course team meetings, applicable orientations, and professional development days. See the [job description](#) for more details.

START DATE: July 1, 2026 (on-campus start date August 6, 2026)

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics [pages](#) to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), ability or any other characteristic protected by law. We are committed to having a staffulty and student body that reflects the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation, and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

Job Description

World Language teachers at Bay have expertise and experience teaching Mandarin, language, literature, and cultures. Applicants should be able to teach **all levels** of Mandarin Language from introductory to honors courses. Applicants must clearly understand second language acquisition theories -- how we acquire languages and how to teach languages. Each semester-long class meets three times a week in a [rotating block schedule](#). Bay’s block schedule allows students to delve deeply into problem- and inquiry-based learning across all courses. Bay teachers have a strong commitment to innovative curricular design, collaboration, progressive pedagogy,

and social justice--all in service of student learning and growth. Teachers of our core courses have a common prep block and use it to work collaboratively in weekly required course team meetings to ensure alignment of curriculum and assessment among sections/teachers. Teachers also propose, design, and execute immersive courses (3-week, graded, for credit academic courses, some of which can include extensive travel) or support the immersive program by co-teaching interdisciplinary courses with faculty from other disciplines. Learn more about immersive teaching and learning by visiting our website.

Required Qualifications

EDUCATION: A four-year undergraduate degree.

EXPERIENCE: Applicants should ideally have at least 3+ years of teaching experience, although candidates with fewer years of experience will also be considered.

COMPUTER SKILLS: Proficient in Google Suite and familiarity with PC and Mac platforms as well as LMS and SMS systems.

OTHER REQUIREMENTS: Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, work violence prevention training, and bloodborne pathogen training. Access to these mandatory trainings is provided and paid for by the school.

Key Responsibilities

Teaching

- Collaboratively designing curriculum and aligning curriculum with course teams, the department goals, and the school's mission;
- Designing skills-based formative and summative assessments;
- Grading student work and providing feedback in a timely manner;
- Communicating regularly with students, parents, guardians and advisors regarding student progress;
- Having one-on-one student meetings as needed;
- Scheduling and attending course team meetings;
- Attending weekly staffulty or department meetings on Tuesday afternoons.

Advising

Serving as an advisor to a group of 8-10 students (advisors work with the same group of students for four years)

- Meeting as a group with the advisory once per week for 25 minutes;
- Attending and chaperoning additional grade-level events and special events;
- Participating in grade-level orientation before the first day of class;
- Serving as the primary point person with the school for parents and guardians.

Community Support

- Attending Morning Meeting three days a week;
- Monitoring a “Flex” block (study hall) one block per week each semester;
- Holding tutorial at the end of the school day four days a week;
- Modeling community engagement by being present throughout the school day, serving as a club leader, serving on committees, and participating in admissions events (as examples);
- Attending Back to School Night in September;
- Supporting the admissions program by attending a limited number of admissions events.

The Ideal Candidate

- Finds resonance with The Bay School's mission, philosophy, and precepts;
- Dedicates themselves to anti-bias and equity work and understands the social justice dimensions of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Values mindfulness as a practice;
- Is comfortable teaching various levels of high school Mandarin;
- Values individual learning profiles by teaching in multiple modalities and offering differentiated instruction;
- Employs and is excited by student-centered language teaching strategies (task-based, story-based, culturally grounded, and experiential language learning);
- Has experience teaching secondary education and brings a diversity of teaching and life experiences to their work;
- Values collaboration, teamwork, and constructive feedback as essential to professional growth; demonstrates a commitment to continuous learning and the ability to adapt through both learning and unlearning.
- Commits to innovation, professional development, and reinvention;
- Is curious and resourceful;
- Enjoys working with and inspiring high-school learners in all areas of school life.

Physical Requirements

- Ability to sit/stand for long periods of time;
- Ability to move around campus. The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings. All buildings are ADA compliant.
- High frequency of viewing a computer monitor.

Work Environment

- Teacher offices are shared spaces, typically with three other teachers. Teachers are assigned office spaces to intentionally mix disciplines of the inhabitants.
- Teachers may teach in different classrooms throughout the year.
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours.
- The Bay School lunch service is provided by Acre Gourmet; it is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices, or in the staffuly lounge on the fourth floor.

Compensation

Salary is based on years of secondary school work or relevant experience. The full-time faculty salary range for the 2026-27 school year is \$91,462 to \$160,760. Bay also offers a strong benefits package for long-term employees working at least 60% of full-time. If interested in the position, please review our website (www.bayschoolsf.org) to learn more about The Bay School and our community. To apply for the Mandarin Teacher position, email all of the items below to: jobs@bayschoolsf.org, subject line: **World Language 26-27**.

Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School.
2. Resume/C.V.
3. A list of references--minimum of 3, including a current supervisor, departmental colleague, and colleague outside of your department.

Please note that Bay will be accepting resumes on a rolling basis until the position is filled.