



Teaching Assistant Volunteer (Chinese School)

Job Title:	Teaching Assistant Volunteer (Chinese School)
Job Classification:	Part-time
Hours:	4 hours, every Saturday (In person classes)
Location:	327 Cherry Street, New York, NY 10002 40 Division Street, New York, NY 10002
Description:	CMP Chinese School was established in July 1991. The school offers Saturday Program and CMP Shuang Wen Afterschool Program. At present, the Saturday class provides the hybrid model, in person class in the morning and remote class in the afternoon. There are 17 classes in the Saturday Program, including kindergarten, grade one to grade nine, as well as kid's drawing class and adult Mandarin class, with a total of 300 students.

Job Summary:

We are seeking a dedicated and enthusiastic Teaching Assistant to join our team at CMP Chinese school, a prominent Chinese language school committed to providing quality education to students of all ages. As a Teaching Assistant, you will work closely with our educators to create a supportive and engaging learning environment that fosters students' language acquisition and cultural understanding.

Key Responsibilities:

- **Classroom Support:** Assist teachers in preparing and organizing instructional materials and resources for lessons, ensuring a conducive learning environment.
- **Student Assistance:** Provide one-on-one or small group support to students, offering guidance and clarification on language concepts and cultural topics.
- **Classroom Management:** Assist in maintaining classroom discipline and orderliness, helping students stay focused and engaged during lessons.
- **Communication:** Facilitate effective communication between students and teachers, aiding in language translation and interpretation when necessary.



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- **Assessment:** Assist in grading assignments and exams, and maintain accurate records of student progress and attendance.
- **Cultural Enrichment:** Share insights into Chinese culture and traditions, helping students develop a deeper appreciation and understanding of the language.
- **Administrative Tasks:** Support administrative tasks such as preparing schedules, organizing events, and maintaining classroom materials.
- **Collaboration:** Collaborate with other staff members to enhance the overall educational experience and contribute to a positive school environment.

Qualifications:

- High school students and candidates with undergraduate degrees or higher are all welcome to apply.
- Proficiency in both written and spoken Mandarin Chinese.
- A passion for teaching and helping students learn.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Patience and the ability to work effectively with students of various ages and abilities.
- Previous teaching or tutoring experience is a plus but not mandatory.

Benefits:

- This position can count towards your community service hours and provide a work certificate to fulfill your community service requirements.
- A supportive and collaborative work environment.
- This role is ideal for someone who is interested in developing teaching, public speaking, classroom management, and communication skills.

How to Apply:

Email resume with Subject Heading, "Teaching Assistant Volunteer(Chinese School)" to ccsinnyc@gmail.com. No phone calls please.

CMP Chinese School is an equal opportunity employer. We welcome applications from individuals of all backgrounds and experiences.