



Dalton Academy, The International Program of The Affiliated High School of Peking University has full-time teaching positions in English Liberal Arts, Social Studies and Public Relations, Marketing & Communication for August 2021.

Dalton Academy Profile

The Affiliated High School of Peking University's Dalton Academy is a Chinese government public high school that is co-ed and covers grades 10 through 12. About half the students are residential and the rest are day students. It is located in the heart of Beijing's Silicon Valley. Our mission is to deliver a college preparatory curriculum for students who will attend top-quality universities outside of China in the US, UK, Canada, and Australia.

Our school is unlike any other in China and around the world. Dalton very much resembles a small liberal arts college with classes that simulate college level seminars. Our academic program is bilingual and informed by world-class frameworks, but not bound to any. Many faculty have advanced degrees and we cherish faculty autonomy in the classroom to decide what should be learned.

Class size is relatively small and class-time is comparatively less to encourage meaningful personalization of learning, both in and beyond the classroom setting. We prioritize experiential learning and acquisition of advanced research methodologies. Solving problems and communication feature prominently in our curriculum.

The Dalton Academy empowers and supports our students. We provide opportunities for student-led courses and off-campus internships. We encourage academic excellence, intellectual passion, and an entrepreneurial spirit. We try to instill in our students a sense of public service, a capacity to achieve success, and to make a difference.

As a member of the Dalton faculty you will teach courses of your own design. We encourage faculty research, publication, and continuous professional development to serve as a model for our students to learn the value of intellectual creativity, risk-taking, and contributing to the social good.

Compensation and Benefits:

- Two-year initial contract, renewable
- Competitive salary, based on commensurate experience
- Sponsored and subsidized work visa
- Housing stipend
- Yearly home-visit flights
- International health coverage
- Numerous in-house professional development opportunities and yearly stipend

VACANCIES FOR THE 2021-2022 ACADEMIC YEAR

ENGLISH LIBERAL ARTS TEACHER

The English Liberal Arts Department seeks an individual who can facilitate meaningful learning experiences, supervise independent research projects for high school students, and collaboratively lead. Candidates will possess a strong record of teaching in literature, writing studies, English as a second language, rhetoric, education, or a related field. Candidates will demonstrate the ability to relate effectively to a wide range of people from a variety of backgrounds and cultures.

Key Teaching Responsibilities:

- *12 teaching hours with additional 8 office hours for student meetings per week
- *Develop curriculum – from course syllabi through unit plans with reference to relevant AP skills and learning objectives
- *Create engaging class experiences, differentiated to meet learning needs of all students
- *Evaluate learning and track student growth
- *Use student achievement data to design future lessons
- *Contribute to the growth of the Independent Research program and the Writing Center.
- *Onboard the week before classes begin
- *Chaperone week-long experiential learning trips inside and outside of China

Desired Qualifications, Experience and Interests

- Master's degree or doctorate in a field relevant and suitable to the English Liberal Arts Department—such as Technical, Professional, or Scientific Writing; Rhetoric and Composition; Education; or related field.
- Experience teaching Professional, Technical, or Scientific Writing courses.
- Experience working in writing centers and training writing center peer consultants.
- Knowledge of writing programs, WAC, digital and multimodal composition.
- Experience working with English Language Learners (ELL)
- Interest in teaching and developing English Liberal Arts core and elective curricula

SOCIAL STUDIES TEACHER

The Social Sciences Department seeks an individual who can facilitate meaningful learning experiences, supervise independent research projects for high school students and collaborate in the development of a unique and robust curriculum. Candidates will possess a strong record of teaching one or more of the social sciences, global studies, research skills, and media literacy. Candidates will demonstrate the ability to relate effectively to a wide range of people from a variety of backgrounds and cultures.

Key Teaching Responsibilities:

- *12 teaching hours with additional 8 office hours for student meetings per week

- *Develop curriculum – from course syllabi through unit plans with reference to relevant AP skills and learning objectives
- *Create engaging class experiences, differentiated to meet learning needs of all students
- *Evaluate learning and track student growth
- *Use student achievement data to design future lessons
- *Contribute to the growth of the Independent Research program and the Writing Center.
- *Onboard the week before classes begin
- *Chaperone week-long experiential learning trips inside and outside of China

Desired Qualifications, Experience and Interest

- Master’s degree or doctorate in a field relevant and suitable to the Social Sciences Department—such as Technical, Professional, or Scientific Writing;; International Relations;; Humanitarian Aid, NPOs, or related field.
- Knowledge of project –based learning, research skills, learning platforms and technology that make content knowledge accessible to students.
- Experience conducting formal research
- Experience working with English Language Learners (ELL)
- Interest in teaching and developing social studies curricula.

Public Relations, Marketing & Communication

The Public Relations, Marketing & Communication (PRMC) will strategically design and promote Dalton Academy’s unique educational story. This position requires the day to day activities in the department including goal setting, strategy development, deriving action plans, inform budgets, execution of action plans, gather data, analyze data, evaluating impact of each action, revising plans. The PRMC needs to have a high level of collaboration with multiple departments, campuses and other duties assigned by the direct supervisor, and or CEO & Superintendent.

Responsibilities

Public Relations, Marketing & Communications

- Design and implement the strategy on the branding, outward image and reputation of the school
- Improve branding and implement the efficient and effective operation of the school’s materials and communication channels i.e. WeChat, Facebook, Instagram, Twitter, LinkedIn, the schools Website and other platforms
- Develop annual communication strategy and plan in alignment of the Head Office that match with school development, drive the active image and reputation, and to create a favorable environment for school operation.
- Work with leadership team to ensure all target receives clear, timely and appropriate communication.

- Maintain an image library (photographs and video), full archive and display of all school news and media that celebrate school achievements to the full.
- Oversee production of communication materials to a target audience, including the use of social-and multi-media (e.g. WeChat, Newsletter etc.)
- Implementation the Celebrate news of the school activities locally, regionally and internationally in a wide range of targeted media, including but not limited to social media, the school's and web pages, school magazines yearbooks and the press.
- Play the role as PR to engage, listen and respond to questions and concerns.
- Report the concerns/issues to the CEO & Superintendent, to support in developing plans. Proactively identify emerging trend, that could risk school operation or reputation, and develop mitigation plans accordingly.

Requirements

- Bachelor's degree or higher preferred
- 5+ years' experience in Marketing, Communications and or Public Relations
- Experience in education is preferred
- Be an adaptable, creative and innovative leader with strategic thinking
- Self-motivated & willing to work under pressure, always being positive
- A strong motivator, communicator and administrator with high emotional intelligence
- Strong project management and organizational skills
- Must be fluent in English (Native English Speaking and Writing skills)

Schedule:

Monday-Friday (9:00am-5:00pm), schedule varies based on events and season. Some evenings and weekends are required based on events hosted by the school (on or off site).

Approximately 40 hours a week

Compensation and Benefits:

- ♣ Two-year initial contract, renewable
- ♣ Competitive salary, based on commensurate experience
- ♣ Sponsored and subsidized work visa
- ♣ Housing stipend
- ♣ Yearly home-visit flights
- ♣ International health coverage
- ♣ Numerous in-house professional development opportunities and yearly stipend

For more information about Dalton, please visit our website
(<https://www.pkudalton.com/>)

**APPLICANTS FOR BOTH POSITIONS SHOULD EMAIL A COVER LETTER AND
RESUME TO THE FOLLOWING EMAIL:**

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