INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: DoDEA Grant Chinese Literacy Instructor (K-5)

Exemption Status/Test: Exempt

Reports to: DoDEA Grant Project Director

Starting Date: Nov. 16 2026

Dept./School: Chinese Dept.

Funding Source: DoDEA FY23 Grant

Number of Positions: 1

Campuses serving: Garland K5 & Lancaster K5

Primary Purpose: To support DoDEA Education Partnership WLARP Grant Project, by providing Chinese literacy instruction to K-5 students.

Qualifications:

- Education/Certification: Bachelor's degree from an accredited university, advanced degree and Texas teaching certificate preferred

Knowledge/Skills:

- Knowledge of second language teaching research and practice
- Skills of teaching a second language to younger learners

- Effective communication and interpersonal skills
- Knowledge of K-12 public educational settings in the U.S.
- Ability to multitask in a fast-paced environment
- Native Speaker of Chinese language (Mandarin) and/or Superior Level of Chinese Proficiency

Experience:

- Minimum of two (2) years experience teaching Chinese as a second language at K-5 level (Five or more years preferred)
- Preferred experience teaching at International Leadership of Texas

Major Responsibilities and Duties:

1. Support two K-5 campuses by following an A/B week schedule. Spend 50% of work time at each campus.
2. Work with pull-out groups of students from grade levels 1-5, and teach Chinese enrichment daily.
3. Work collaboratively with other teachers to establish realistic and measurable objectives related to student learning.
4. Attend professional learning communities as needed
5. Maintain students learning accounts and resources
6. Keep record, analyze and interpret student data and use findings to develop and apply instructional strategies;
7. Develop curricular or behavioral support materials as needed
8. Disseminate information regarding current research and significant developments on the state and national levels in the area assigned;
9. Coordinate project management activities, resources and information;
10. Monitor project progress and handle any issues that arise;
11. Work with the campus administration team and DoDEA project director to eliminate blockers;
12. Use tools to monitor working hours, plans and expenditures;
13. Issue all appropriate legal paperwork (e.g., contracts and terms of the agreement);

14. Create and maintain comprehensive project documentation, plans, and reports;
15. Compile, maintain, and file all reports, records, and other documents required;
16. Comply with policies established by federal and state law, State Board of Education rule, and local board policy;
17. Follow district safety protocols and emergency procedures;
18. Additional tasks and responsibilities, as needed, to fulfill the programmatic intents of the DoDEA Education Partnership WLARP Grant.

Additional Work Demands:

1. Frequent driving to campuses;
2. Work under pressure to meet deadlines.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Instructional technology tools

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.