



## English Track Elementary School Assistant Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	ES Academic Affairs Director	<i>Division</i>	Elementary School
<i>Job Title</i>	Elementary Assistant Teacher	<i>Department</i>	English Track
<i>Approved By</i>	Kelley Ridings, English Track K-12 Principal	<i>Section</i>	
<i>Revision No/Date</i>	December 15, 2016		
POSITION DESCRIPTION			
<b>Job Purpose</b>	<p>Contributes toward building a world class elementary division through assisting the English speaking homeroom teacher in an elementary English Track classroom (grades 1, 2, or 3). Provide instructional support and supervision to students. Provide assistance to the regular classroom teacher as needed. Contribute to the school and students through associated roles expected of a professional educator in a dynamic system dedicated to honor, excellence, community and joy.</p>		
<b>Successful SMIC Private School educators have ...</b>	<ul style="list-style-type: none"> <li>• <u>Passion</u> about bringing quality education to students that includes ...               <ul style="list-style-type: none"> <li>○ love for education</li> <li>○ consistently operating with a commitment to positivity, excitement and creative problem-solving</li> <li>○ respect for working in a multicultural environment where multiple work styles are valued and celebrated</li> <li>○ being a caring contributor who bring enjoyment to the workplace</li> </ul> </li> <li>• <u>Team spirit</u> commitment that includes ...               <ul style="list-style-type: none"> <li>○ a can-do attitude</li> <li>○ respect for genuine joyful collaboration</li> <li>○ dedication to positive and supportive interpersonal relationship skills</li> <li>○ willingness to take initiative</li> <li>○ desire for transparency</li> <li>○ ability to take direction easily when needed</li> <li>○ willingness to make personal sacrifices for the greater school-wide good</li> </ul> </li> <li>• <u>Strong work ethic values</u> that include ...               <ul style="list-style-type: none"> <li>○ high standards of quality</li> <li>○ effective organizational skills</li> <li>○ being self-directed</li> <li>○ ability to multitask</li> <li>○ comfort with big picture concepts while being detail-oriented when implementing school plans</li> </ul> </li> <li>• <u>Responsible outlook</u> that includes ...               <ul style="list-style-type: none"> <li>○ a sense of ownership and reliability in getting the job done correctly to the end</li> <li>○ ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed</li> </ul> </li> </ul>		

<p><b>Job Duties</b></p>	<ul style="list-style-type: none"> <li>• Assist in the elementary classroom (grades 1, 2, or 3) as assigned</li> <li>• Provide instructional support to students in class, which could involve providing one-on-one or small group instruction as assigned by the regular teacher</li> <li>• Provide assistance to the regular teacher as they require, which could include assisting students, grading papers, classroom organization, basic computer tasks (such as attendance or entering grades into our computer system)</li> <li>• Take part in required professional development opportunities as they are made available to assistant teachers through the school</li> <li>• Promote our “Expected School-wide Learning Results (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character</li> <li>• Maintain and update timely student records at the request of the regular classroom teacher including grading homework, helping maintain grade books, tracking student attendance, and completing other required documents</li> <li>• Help keep the classroom and its supplies organized</li> <li>• Helping decorate the classroom as requested by the regular teacher</li> <li>• Actively fulfill assigned direct supervision duties, which include student lunch, recess, and escorting students between classrooms, etc.</li> <li>• Communicate at a professional level with parents when necessary, either in English or Chinese, which could include translating in Chinese for the classroom teacher when necessary</li> <li>• Able to communicate clearly and effectively in English with students in an English only classroom</li> <li>• Maintain positive working relationships with all co-workers</li> <li>• Serve in substitute duties when needed</li> <li>• Take an active role in required meetings (departmental; grade level; committees, faculty; etc.)</li> <li>• Assist with additional duties as assigned</li> </ul>
<p><b>Professional Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate a strong interest in working with elementary aged students</li> <li>• Demonstrate strong positive commitment toward school improvement</li> <li>• Able to follow direct supervision from a classroom teacher and other supervisors</li> <li>• Have a basic understanding about the American-style elementary education system</li> <li>• Comfortable working in a school that integrates American and Chinese style educational philosophies</li> <li>• Comfortable with computers for school-related purposes including email, MS Office programs, and our computerized student management system</li> <li>• Good skills in reading, oral and written English and Chinese at a professional level</li> <li>• Desire to actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Flexible in adapting to a multi-cultural environment with school community members of many nationalities</li> </ul>
<p><b>Education and Work Experience Requirements</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree <u>required</u> in education or English. Bachelor’s degrees in related fields of study (i.e., translation, writing, helping services) are considered</li> <li>• Eligible for a employment in Shanghai, China</li> <li>• Entry level position so no experience required</li> <li>• Evidence of relevant professional interest in working in English with students in an international school environment</li> </ul>