REPORTING STRUCTURE

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<th>Job Family</th>
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<td>Report To</td>
<td>1) SMIC-I K-12 PE Dept. Head; 2) SMIC-I Vice Principal for Elementary</td>
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<td>Job Title</td>
<td>SMIC-I ES PE/Health Teacher</td>
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<td>Approved By</td>
<td>International K-12 Principal</td>
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<td>Revision No/Date</td>
<td>November 18, 2017</td>
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POSITION DESCRIPTION

Job Purpose

Contributes toward building a world class SMIC-I Elementary through providing instructional guidance to students in SMIC-I PE / health in grades K-5 while actively contributing to our students and school through roles expected of a holistic professional educator in a dynamic system dedicated to honor, excellence, community and joy.

Successful SMIC Private School educators have …

- **Passion** about bringing quality education to students that includes …
  - love for education
  - consistently operating with a commitment to positivity, excitement and creative problem-solving
  - respect for working in a multicultural environment where multiple work styles are valued and celebrated
  - being a caring contributor who bring enjoyment to the workplace

- **Team spirit** commitment that includes …
  - a can-do attitude
  - respect for genuine joyful collaboration
  - dedication to positive and supportive interpersonal relationship skills
  - willingness to take initiative
  - desire for transparency
  - ability to take direction easily when needed
  - willingness to make personal sacrifices for the greater school-wide good

- **Strong work ethic** values that include …
  - high standards of quality
  - effective organizational skills
  - being self-directed
  - ability to multitask
  - comfort with big picture concepts while being detail-oriented when implementing school plans

- **Responsible outlook** that includes …
  - a sense of ownership and reliability in getting the job done correctly to the end
  - ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed
### PE Teacher Job Duties

- Teach a minimum of 21 elementary periods per week
- Teach students in grades K-5 as assigned in PE/Health
- Work on curriculum development, which includes preparing effective diverse lesson units based on the school’s curriculum formats using the Understanding by Design (UbD)
- Collaborate with PE teachers through fostering a team focused department
- Design authentic assessments and measure their effectiveness in meeting curricular goals
- Promote our “Expected School-wide Learning Results” (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character
- Maintain and update timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents)
- Be actively involved in (at least two) extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member
- Actively fulfill assigned supervision duties (i.e., study hall, supervising students during open computer lab times, lunch/morning duty, etc.)
- Able to use effective ESL strategies in working with students who exhibit near proficiency in English
- Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible
- Proactively meet and communicate with parents/guardians, students and other teachers when necessary to develop interventions for students with academic, emotional/behavioral or other needs
- Serve as a substitute teacher when needed
- Take an active role in required meetings (departmental; grade level; committees, faculty; etc.)
- Assist with additional duties as assigned

### Professional Skills

- Demonstrate strong positive commitment toward school improvement
- Demonstrate commitment to physical education/health at the elementary level including innovations and best practices
- Help develop, maintain and follow an established PE K-12 curriculum including designing units to support it
- Knowledgeable about the American-style education system and how primary and secondary level student instruction integrates into it
- Comfortable working in a school that integrates Chinese and American style educational philosophies
- Comfortable with computers for school related purposes including data management, Rubicon Atlas, email, and MS Office programs
- Fluent in both oral and written English at a professional standard
- Desire to actively engage in professional development opportunities as provided by the school or through individual initiative
- Flexible in adapting to a multi-cultural environment with school community members of many nationalities

### Education and Work Experience Requirements

- Bachelor's degree required in physical education at the elementary or secondary level required but a bachelors’ degree in a related field (i.e., sports medicine) is considered when already possessing a teaching license
- Must possess a valid teaching license/certificate
- At least 2 years full-time teaching PE in a regular elementary or middle/high school setting
- Evidence of relevant professional development especially in PE/Health instruction