



## SMIC Private Kindergarten English Program Resource Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. SMIC Private Kindergarten English Program Director	<i>Division</i>	SMIC Private Kindergarten
<i>Job Title</i>	SMIC Private Kindergarten English Teacher	<i>Department</i>	English
<i>Approved By</i>	SMIC Private Kindergarten Chancellor	<i>Section</i>	
<i>Revision No/Date</i>	December 11, 2018		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building an outstanding bilingual kindergarten through providing instructional guidance in the kindergarten as an English language teacher, while actively contributing to our students and school through associated roles expected of a professional educator in a dynamic system dedicated to honor, excellence, community and joy.		
<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> <li>○ committed to working in a team based teaching environment where flexibility and collaboration are key</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> <li>○ serving as a strong positive role model for students at all times</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>• Serves as a long-term and short-term substitute teacher for the SMIC Private Kindergarten English Program grades P2-K2</li> <li>• Primary substituting responsibilities will be to take on a long-term full-time substitute role when a teacher is on extended long-term leave</li> <li>• When not fulfilling substituting duties as a teacher, provides instructional support primarily in the SMIC Private Kindergarten</li> <li>• When substituting full-time, teaches a minimum of 21 periods per week</li> <li>• Work with students in kindergarten grades, as assigned for the school year, teaching English to ELL students</li> <li>• Develops basic lessons and units according to the grade level team’s guidance</li> <li>• Collaborate with grade level teachers</li> <li>• Design assessments and measure their effectiveness in meeting curricular goals</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 including grading (student comments, report cards, student attendance, and other required documents)</li> <li>• Be actively involved in (if requested) extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member</li> <li>• Actively fulfill assigned supervision duties</li> <li>• When necessary, works closely with parents/guardians through providing weekly letters, feedback on progress, and answers to questions, and being an educational partner where possible</li> <li>• Take an active role in required meetings (grade level, committees, faculty, etc.)</li> <li>• Assist with additional duties as assigned</li> </ul>
<p><b>Organization and Communication Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate strong positive commitment toward school improvement</li> <li>• Develop and follow established kindergarten course curriculum including designing content to support it</li> <li>• Comfortable working in a kindergarten that follows Chinese style educational philosophies with some American style influences</li> <li>• Comfortable with computers for school related purposes including data management, email, and Microsoft Office programs</li> <li>• Proactively meet and communicate with parents/guardians, students and other teachers when necessary to develop interventions for students needing additional support</li> <li>• Highly fluent in both oral and written English at a professional standard</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>



# The SMIC PRIVATE KINDERGARTEN 上海市民办中芯幼儿园

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<p><b>Education and Work Experience Requirements</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree <u>required</u></li> <li>• Possess a valid teaching license/certificate</li> <li>• At least 2 years full-time teaching experience in a similar teaching environment</li> <li>• Evidence of current relevant professional development</li> </ul>
<p><b>Signatures</b></p>	<ul style="list-style-type: none"> <li>• As the employee, I have reviewed this job description with my direct supervisor and have been provided a copy of this job description.</li> </ul> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Employee <span style="float: right;">Printed Name</span></p> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> </p> <hr/> <p>Date</p> <ul style="list-style-type: none"> <li>• As this staff member's direct supervisor, I have reviewed this job description with the employee assigned to this role as listed above.</li> </ul> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Direct Supervisor <span style="float: right;">Printed Name</span></p> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> </p> <hr/> <p>Date</p>