



## ELA Elementary Teacher Curriculum Integration Center

| REPORTING STRUCTURE                               |  |                   |                                     |
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| <i>Job Family</i>                                 | School   | <i>Center</i>     | School                              |
| <i>Report To</i>                                  | ELA-ES Department Head   | <i>Division</i>   | Curriculum Integration Center (CIC) |
| <i>Job Title</i>                                  | ELA-ES Teacher   | <i>Department</i> | ELA-ES Department                   |
| <i>Approved By</i>                                | CIC Principal  | <i>Section</i>    |                                     |
| <i>Revision No/Date</i>                           | Nov 17, 2018   |                   |                                     |
| POSITION DESCRIPTION                              |  |                   |                                     |
| <b>Job Purpose</b>                                | Provide ELA instructional guidance in the Chinese Track to primary ESL students, while actively contributing to our students and school through associated roles expected of a holistic professional educator in a dynamic system dedicated to honor, excellence, community and joy.   |                   |                                     |
| <b>Education and Work Experience Requirements</b> | <ul style="list-style-type: none"> <li>• At least a bachelor's degree, preferably in elementary teaching or ESL</li> <li>• Native English communication skills (spoken and written)</li> <li>• At least 2-year full-time ESL teaching experience in a regular school setting with good class management skills</li> <li>• Eligible for a valid teaching license/certificate, TEFL, TESOL or CELTA certificate</li> <li>• Evidence of current relevant professional development especially in ESL at the elementary grade levels</li> </ul>   |                   |                                     |
| <b>Professional Skills</b>                        | <ul style="list-style-type: none"> <li>• Strong in the following instructional strategies for language learners:               <ul style="list-style-type: none"> <li>Use visual aids</li> <li>Use graphic organizers</li> <li>Design ELL-friendly worksheets</li> <li>Model class activities before start</li> <li>Use cooperative learning</li> <li>Provide background knowledge for reading</li> <li>Allow sufficient response time</li> </ul> </li> <li>• Demonstrate strong positive commitment toward school improvement</li> <li>• Demonstrate commitment to ELA/ESL education at elementary grade levels including innovations and best practices</li> <li>• Develop and follow established ELA/ESL elementary course curriculum including designing units to support it</li> <li>• Comfortable working in a school that integrates Chinese and American style educational philosophies</li> <li>• Comfortable with computers for school related purposes including data management, Rubicon Atlas, email, and MS Office programs</li> <li>• Fluent in both spoken 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> |                   |                                     |

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| <p><b>Job Duties</b></p>  | <ul style="list-style-type: none"> <li>• Teach a minimum of 20 class periods per week</li> <li>• Collaborate with grade level teachers on ELA Unit planning</li> <li>• Work with elementary Chinese Track ESL students as assigned for the school year</li> <li>• Maintain and update timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents)</li> <li>• Be actively involved in (at least two) extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member</li> <li>• Design authentic assessments and measure their effectiveness in meeting curricular goals</li> <li>• Work on curriculum development, which includes preparing effective diverse lesson units based on the school’s curriculum formats using the Understanding by Design (UbD)</li> <li>• Positively collaborate with fellow CIC staff and Chinese Track staff</li> <li>• Promote our “Expected School-wide Learning Results” (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character</li> <li>• Actively fulfill assigned supervision duties, which could include supervising students during open computer lab times</li> <li>• Able to work constructively with students who don’t yet have English proficiency</li> <li>• Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible</li> <li>• 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</li> <li>• Serve as a substitute teacher when needed</li> <li>• Take an active role in required meetings (departmental; grade level; committees, faculty; etc.)</li> <li>• Maintain neat and orderly classrooms and office workspaces</li> <li>• Assist with additional duties as assigned</li> </ul> |
| <p><b>Successful SMIC Private School educators have ...</b></p> | <ul style="list-style-type: none"> <li>• Passion 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>• Team spirit 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>• Strong work ethic values 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>• Responsible outlook 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>  |