



SMIC-I HS English/Psychology Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. SMIC-I HS English Department Head 2. SMIC-I Senior Director for High School	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I HS English/Psychology Teacher	<i>Department</i>	High School
<i>Approved By</i>	International K-12 Principal	<i>Section</i>	MHS English Department
<i>Revision No/Date</i>	Created April 9, 2018; Revised April 1, 2021; Effective August 2021		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world class SMIC-I HS division through providing instructional guidance in English and psychology, 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.		
Successful SMIC Private School educators have ...	<ul style="list-style-type: none"> • <u>Passion</u> about bringing quality education to students that includes ... <ul style="list-style-type: none"> ○ 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 • <u>Team spirit</u> commitment that includes ... <ul style="list-style-type: none"> ○ 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 ○ committed to working in a team based teaching environment where flexibility and collaboration are key • <u>Strong work ethic values</u> that include ... <ul style="list-style-type: none"> ○ 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 ○ serving as a strong positive role model for students at all times • <u>Responsible outlook</u> that includes ... <ul style="list-style-type: none"> ○ 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 		

Teaching Assignment	Grade Level	Number of Class Sections / Week	Total
SMIC-International (SMIC-I) HS English Classes	Grades 9-12 as assigned	2 class sections / week (@ 5 classes / section)	10 periods
SMIC-I International HS Psychology Classes	Grades 9-12 as assigned	2 class sections / week (@5 classes per sections)	10 periods
TOTAL NUMBER OF TEACHING PERIODS / WEEK			20 periods

SMIC-I HS English and Psychology Teacher Duties

- Work with students in SMIC-I grades 9-12, as assigned for the school year; teaching assignments take into consideration a teacher’s area of interest
- Work on English and psychology curriculum development, which includes preparing effective diverse lesson units based on the school’s curriculum formats using the Understanding by Design (UbD)
- Develop lessons and units according to the grade level team’s or academic department’s guidance
- Design authentic subject assessments and measure their effectiveness in meeting curricular goals
- Collaborate with grade level team to plan, teach, and assess interdisciplinary units when expected

Job Duties

General Teacher Duties

- Positively and productively collaborate and communicate with grade level or department teachers, and all school staff
- Have a strong commitment to high school grades educational philosophy as supported by the school
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Actively and positively promote the school’s “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, which could include passing period duty, lunch duty, study hall assignments, etc.
- Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner regarding their child’s learning
- 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
- Take an active role in required meetings (grade level; departmental; grade level; committees, faculty; etc.)
- Support the work of grade level initiatives including sponsored student clubs/activities
- Serve as a departmental substitute teacher when needed
- Assist with additional duties as assigned



Shanghai SMIC PRIVATE SCHOOL 上海市民办中芯学校

(tel) 86-21-5855-4588 • (fax) 86-21-5895-7828/5855-7462 • www.smicschool.com

Elementary Division No. 3, Lane 19 Qingtong Road
 Middle/High School Division No. 169 Qingtong Road
 Pudong New Area Shanghai, China 201203

小学部 中国上海浦东新区青桐路 19 弄 3 号
 中学部 中国上海浦东新区青桐路 169 号
 邮编: 201203

<p>Organization and Communication Skills</p>	<ul style="list-style-type: none"> • Demonstrates strong positive commitment toward school improvement • Demonstrates commitment to education at the secondary grades' level including innovations and best practices • Knowledgeable about the American-style secondary education system and how middle and high school level classroom 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 PowerSchool, Rubicon Atlas, email, and MS Office programs • Desires to actively engage in professional development opportunities as provided by the school or through individual initiative • Flexible and culturally sensitive in adapting to a multi-cultural environment with school community members (students, staff, and families) of many nationalities • Strong understanding of working with students, parents/guardians, and staff from diverse cultural background • Positively and proactively communicate with parents/families and students • Works effectively with students who exhibit near English proficiency • Patient in working with members of the school community calmly and positively in tense high pressure situations including following chain of communications command • Fluent in both oral and written English at a professional standard
<p>Research-based Best Practices Guiding SMIC-I Frameworks</p>	<ul style="list-style-type: none"> • <i>Understanding by Design</i>, Grant Wiggins & Jay McTighe. ASCD. 2005 • <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006

<p>Education and Work Experience Requirements</p>	<ul style="list-style-type: none"> • Bachelor's degree <u>required</u> in an English and psychology education-related field (i.e., secondary English) but bachelors' degrees in related fields (such as psychology, journalism, and writing) along with a teaching license is considered with at least 2 years prior full-time teaching experience in a regular secondary school • Currently possess a valid teaching license/certificate • At least 2 years related full-time English/psychology teaching experience in a regular secondary school setting • Evidence of current relevant professional development especially in English or psychology education
<p>Signatures</p>	<ul style="list-style-type: none"> • As the employee, I have reviewed this job description with my direct supervisor and have been provided a copy of this job description. <p style="text-align: center;">X</p> <hr/> <p>Employee Printed Name</p> <p style="text-align: center;">X</p> <hr/> <p>Date</p> <ul style="list-style-type: none"> • As this staff member's direct supervisor, I have reviewed this job description with the employee assigned to this role as listed above. <p style="text-align: center;">X</p> <hr/> <p>Direct Supervisor Printed Name</p> <p style="text-align: center;">X</p> <hr/> <p>Date</p>