



SMIC-I MS Science Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. SMIC-I MS Grade Level Leader 2. SMIC-I Senior Director of MS	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I MS Science Teacher	<i>Department</i>	Middle High School
<i>Approved By</i>	International K-12 Principal	<i>Section</i>	
<i>Revision No/Date</i>	Created January 3, 2018; Updated November 20, 2019; Effective August 13, 2020		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world class SMIC-I MS through providing instructional guidance to students in science courses where assigned, 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
MS Science Classes	Grades 6-8 as assigned	4 class sections / week (@ 5 classes / section)	20 periods
Exploration, Enrichment, & Enhancement (EEE)	Grade 6, 7, or 8 as assigned	1 section / week (@ 4 classes / section)	4 periods
TOTAL NUMBER OF PERIODS / WEEK			24 periods

MS Science Teacher Duties

- Work with students in grades 6-8, as assigned for the school year; teaching assignments take into consideration a teacher’s area of interest
- Work on science 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
- Differentiate lesson plans to meet the needs of both struggling and advanced students.
- Collaborate with grade level team to plan, teach, and assess interdisciplinary units
- Strong commitment to middle grades educational philosophy as supported by the Association for Middle Level Education (AMLE)
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Support the work of grade level initiatives including sponsored student clubs/activities

General Teacher Duties

- Positively and productively collaborate with grade level or department teachers
- 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.)
- Serve as a departmental substitute teacher when needed
- Assist with additional duties as assigned

Job Duties



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Organization and Communication Skills	<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
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Research-based Best Practices Guiding SMIC-I Frameworks	<ul style="list-style-type: none"> • <i>Mindset: The New Psychology of Success.</i> Carol S. Dweck. Random House. 2006 • <i>This We Believe: Keys to Educating Young Adolescents.</i> Association for Middle Level Education. National Middle School Association. 2010 • <i>Understanding by Design,</i> Grant Wiggins & Jay McTighe. ASCD. 2005
Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor’s degree <u>required</u> in a science education-related field (i.e., secondary science) but a bachelors’ degree in a related field (such as science, physics, biology) is considered if held with teaching license and 2 years of verifiable full-time teaching experience. • Currently possesses a valid teaching license/certificate in secondary science • At least 2 years related science teaching experience in a regular secondary school setting; especially at the middle school level • Evidence of current relevant professional development, especially in secondary science
Signatures	<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. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Employee</p> </div> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Printed Name</p> </div> </div> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Date</p> </div> <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. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Direct Supervisor</p> </div> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Printed Name</p> </div> </div> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Date</p> </div>