



THE SHANGHAI SMIC PRIVATE SCHOOL 上海市民办中芯学校

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中学部 中国上海浦东新区青桐路 169 号

SMIC-I MHS Technology Teacher (Design/Yearbook/Broadcast Journalism Focus)

REPORTING STRUCTURE			
<i>Job Family</i>	Teacher	<i>Center</i>	School
<i>Report To</i>	<div>1. SMIC-I K-12 Academic Technology Department Head</div> <div>2. SMIC-I Senior Director for Secondary</div> <div>3. SMIC-I Director for Middle School</div> <div>4. SMIC-I K-12 Vice Principal</div>	<i>Division</i>	SMIC-International Division
<i>Job Title</i>	SMIC-I MHS Technology Teacher (Design/Yearbook/Broadcast Journalism Focus)	<i>Department</i>	High School
<i>Approved By</i>	International Superintendent	<i>Section</i>	K-12 Academic Technology
<i>Revision No/Date</i>	Created May 25, 2018; Updated February 16, 2023; Effective August 2022		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC-I MHS through providing instructional guidance in multimedia technology, 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 ...	<div><div><div><div>• <u>Passion</u> about bringing quality education to students that includes ...</div><div><div>○ love for education</div><div>○ consistently operating with a commitment to positivity, excitement, and creative problem-solving</div><div>○ respect for working in a multicultural environment where multiple work styles are valued and celebrated</div><div>○ being a caring contributor who brings enjoyment to the workplace</div></div></div><div><div>• <u>Team spirit</u> commitment that includes ...</div><div><div>○ a can-do attitude</div><div>○ respect for genuine joyful collaboration</div><div>○ dedication to positive and supportive interpersonal relationship skills</div><div>○ willingness to take initiative</div><div>○ desire for transparency</div><div>○ ability to take direction easily when needed</div><div>○ willingness to make personal sacrifices for the greater school-wide good</div><div>○ committed to working in a team-based teaching environment where flexibility and collaboration are key</div></div></div><div><div>• <u>Strong work ethic values</u> that include ...</div><div><div>○ high standards of quality</div><div>○ effective organizational skills</div><div>○ being self-directed</div><div>○ ability to multitask</div><div>○ comfort with big picture concepts while being detail-oriented when implementing school plans</div><div>○ serving as a strong positive role model for students at all times</div></div></div><div><div>• <u>Responsible outlook</u> includes ...</div><div><div>○ a sense of ownership and reliability in getting the job done correctly to the end</div><div>○ ability to work under pressure with deadlines yet also demonstrate flexibility with ease when needed</div></div></div></div></div>		

Work Assignment	Grade Level	Number of Classes per Week	Total
MHS Technology Classes	Grades 6 to 12 as assigned	5 classes/week	20 teaching periods
TOTAL NUMBER OF TEACHING PERIODS / WEEK			20 periods

Technology Teacher Duties

- Work with students in grades 6-12, as assigned for the school year; teaching assignments take into consideration a teacher's area of interest
- Could include teaching HS/MS Yearbook Design/HS Technology, Broadcast Journalism, Exploration, or other academic technology courses, as assigned according to student enrollment and teacher interest.
- Carry out the ongoing development of the school's HS technology curriculum following the *Understanding by Design* (UbD) concepts
- Prepare effective and diverse classroom lessons to implement the school's technology curriculum following the school's accepted methods
- 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
- Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) technology competitions and other school events
- Helping maintain and care for the HS technology supplies, assigned computer labs, and material including inventorying those items
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Support the work of Academic Technology Departmental initiatives, which includes supporting technology-related student clubs, etc.

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
- Follow the SMIC Code of Ethics and school policies as outlined in the most current version of the *SMIC Staff Handbook*
- Closely follow the SMIC-I "Curriculum, Instruction, and Textbook Policy" as is appropriate for the Chinese context
- Maintain and update timely student records including (class webpages, grading homework, grade books, progress reports, report cards, student attendance, and other required documents)
- Be actively involved in at least 40 hours of administrator approved extra-curricular activities a year as a faculty sponsor/advisor/coach/helper/school committee member
- Create an engaging and organized learning space (classroom) for students
- 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

Organization and Communication skills	<ul style="list-style-type: none"> • Demonstrates a 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 education system and how secondary school level 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, Canvas, email, and Microsoft 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 backgrounds • 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 the following chain of communications command • Fluent in both oral and written English at a professional standard
Research-based Best Practices Guiding SMIC-I Instructional Frameworks	<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

Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor's degree in education is <u>required</u> in multimedia or instructional technology but a bachelors' degree in a related field (such as computer science, graphic arts, instructional technology) along with a teaching license is considered with at least 2 years prior full-time teaching experience in a regular secondary school • Possess a current teaching license/certificate • At least 2 years related full-time academic technology teaching experience in a regular secondary school setting • Evidence of current relevant professional development especially in secondary education or technology education
Signatures	<ul style="list-style-type: none"> • I have been provided a copy of this job description which I have reviewed. <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> X <hr style="width: 100%;"/> Employee </div> <div style="text-align: center;"> X <hr style="width: 100%;"/> Printed Name </div> </div> <div style="margin-top: 20px;"> X <hr style="width: 100%;"/> Date </div> <ul style="list-style-type: none"> • As the school's designated representative, I have reviewed this job description with the employee assigned to this role listed above. <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> X <hr style="width: 100%;"/> Official School Designee </div> <div style="text-align: center;"> X <hr style="width: 100%;"/> Printed Name </div> </div> <div style="margin-top: 20px;"> X <hr style="width: 100%;"/> Date </div> </div> </div>