



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

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SMIC-I Data Management Specialist

REPORTING STRUCTURE			
<i>Job Family</i>	Specialist	<i>Center</i>	School
<i>Report To</i>	SMIC-I K-12 Director of Data Management	<i>Division</i>	SMIC International Division
<i>Job Title</i>	SMIC-I Data Management Specialist	<i>Department</i>	K-12
<i>Approved By</i>	SMIC-I Superintendent	<i>Section</i>	Data Management Department
<i>Revision No/Date</i>	Created November 9, 2018; Updated May 15, 2023; Effective August 1, 2023		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC Private School International Division through the work of the Data Management Department, supporting students, staff, and families 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 brings 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> 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 demonstrate flexibility with ease when needed		

	Job Assignment	Grade Level	Expected Total Workload Percentage
	SMIC-I Data Management Specialist	K-12	100%
	TOTAL PERCENTAGE OF WORKWEEK		100%
Job Duties	<u>Data Specialist Duties</u> <ul style="list-style-type: none"> • Assist the Director of Data Management as assigned. • Assist with the maintenance and operation of the PowerSchool, the school's student management system, and linked systems • Coordinate the efforts of other staff necessary in inputting data into PowerSchool while assuring all input is current • Provide technical support to parents/guardians and students, teachers, and admin users to resolve issues related to PowerSchool and linked systems • Assist the Director of Data Management and principals with data management tasks, including maintaining and updating spreadsheets, creating charts and graphs to represent the data, and creating PowerPoint (or other forms of digital presentation) about the following: <ul style="list-style-type: none"> ○ standardized testing ○ enrollment tracking and forecasting ○ other data assignments • Could involve basic programming knowledge in working with online systems • Create WeChat posts for MHS and school events as needed in coordination with other staff who contribute content and technical support in producing them • Translate from English to Chinese and from Chinese to English, both verbally and in writing, when needed • Help facilitate a bridge between the SMIC-I and Chinese Tracks and between the SMIC-I and CIC when necessary. 		
	<u>General Staff Duties</u> <ul style="list-style-type: none"> • Positively and productively collaborate with all staff • 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 <i>SMIC Staff Handbook</i> • Maintain and update timely student records (including grade books, progress reports, report cards, student attendance, and other required documents • Create an engaging and organized learning space (classroom and office) for students • Actively fulfill assigned supervision duties, including passing period duty, lunch duty, study hall assignments, etc. • Work closely with parents/guardians by providing feedback on progress, answering questions, and being an educational partner regarding their child's learning and social-emotional needs • 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.) • Carry out student supervision duties as assigned • Serve as a departmental substitute when needed • Assist with additional duties as assigned 		

<p>Organization and Communication Skills</p>	<ul style="list-style-type: none"> • Demonstrate a strong positive commitment toward school improvement • Knowledgeable about the K-12 American-style education system and how school IT integrates into it • Comfortable working in a school that integrates Chinese- and American-style educational philosophies, especially in a Chinese private school context • Comfortable with computers for school-related purposes, including PowerSchool, Rubicon Atlas, Canvas, email, and Microsoft Office programs • Actively engage in professional development opportunities as provided by the school or through individual initiative • Flexible and culturally sensitive in adapting to a multicultural 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 • Work 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 • Speaking and writing English and Mandarin Chinese with high professional fluency is required
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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
Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor's degree <u>required</u> in an education-related or technical field. • Eligible for employment in Shanghai, China • 3-years of full-time work experience • 3-years of work experience within SMIC or another international-style school is strongly preferred, but 1-year must have been with a data-related job such as data management or data analysis in a bilingual environment • Evidence of relevant professional interest in working in English with students in an international-style school environment • Oral and written professional fluency in English and Chinese.
Signatures	<ul style="list-style-type: none"> • I have been provided a copy of this job description which I have reviewed. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> X <hr/> Employee </div> <div style="text-align: center;"> X <hr/> Printed Name </div> </div> <div style="margin-top: 20px;"> X <hr/> 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="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> X <hr/> Official School Designee </div> <div style="text-align: center;"> X <hr/> Printed Name </div> </div> <div style="margin-top: 20px;"> X <hr/> Date </div>