



SMIC-I ES PE/Health Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1) SMIC-I K-12 PE Dept. Head; 2) SMIC-I Senior Director for Elementary	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I ES PE/Health Teacher	<i>Department</i>	Elementary
<i>Approved By</i>	International K-12 Principal	<i>Section</i>	K-12 PE
<i>Revision No/Date</i>	Created November 8, 2018; Updated December 31, 2021; Effective August 2020		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC-I Elementary through providing instructional guidance to students in SMIC-I PE/health in grades K-5 while actively contributing to our students and school through 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 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		

	<table border="1"> <tr> <th>Teaching Assignment</th> <th>Grade Level</th> <th>Total Periods</th> </tr> <tr> <td>ES PE/Health Class Sections</td> <td>Grades K-5 as assigned</td> <td>21 periods/week</td> </tr> </table>	Teaching Assignment	Grade Level	Total Periods	ES PE/Health Class Sections	Grades K-5 as assigned	21 periods/week	
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PE Teacher Job Duties	<p><u>ES PE/Health Teacher Duties</u></p> <ul style="list-style-type: none"> • Work with students in grades 1 through 5, as assigned, teaching PE/health • Work on PE/Health curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats using <i>Understanding by Design</i> (UbD) • Develop and follow the established SMIC-I elementary PE/health curriculum including designing units and lessons that support the implementation of that curriculum • 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. • Develop lessons that consistently place student safety as the highest priority • Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) Sports Day, electives team projects, and other school events • Helping maintain and care for the ES PE/health supplies including inventorying those items and keeping them current • Collaborate with grade-level team to plan, teach, and assess interdisciplinary units • Comfortable working with advanced motivated students who have strong academic backgrounds • Support the work of grade-level initiatives including sponsored student clubs/activities 							
	<p><u>General Teacher Duties</u></p> <ul style="list-style-type: none"> • Positively and productively collaborate with grade level and subject level 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 <i>SMIC Staff Handbook</i> • 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 including for MHS PE when needed • Assist with additional duties as assigned 							

**PE Teacher
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 elementary grades' level including innovations and best practices • Knowledgeable about the American-style education system and how elementary 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 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 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 following the 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>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 physical education at the elementary or secondary level required but a bachelors' degree in a related field (i.e., sports medicine) is considered with a teaching license and 2 years of verifiable full-time teaching experience in an elementary school • Must possess a valid teaching license/certificate • At least 2 years full-time teaching PE in a regular elementary school preferred but in middle/high school considered • Evidence of relevant professional development especially in PE/health instruction
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-around; margin-top: 20px;"> <div style="text-align: center;">X</div> <div style="text-align: center;">X</div> </div>
	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Employee Printed Name </div> <div style="text-align: center; margin-bottom: 10px;">X</div> <hr style="width: 40%; margin: 0 auto;"/>
	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> 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> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">X</div> <div style="text-align: center;">X</div> </div>
	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Official School Designee Printed Name </div> <div style="text-align: center; margin-bottom: 10px;">X</div> <hr style="width: 40%; margin: 0 auto;"/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Date </div>