



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

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## SMIC-I Assistant to the Counseling and Professional Development Departments

REPORTING STRUCTURE			
<i>Job Family</i>	Administrative Assistant	<i>Center</i>	School
<i>Report To</i>	1. SMIC-I Counseling Director 2. SMIC Professional Development Director	<i>Division</i>	SMIC International Division
<i>Job Title</i>	SMIC-I Assistant to the Counseling & Professional Development Departments	<i>Department</i>	K-12
<i>Approved By</i>	International Superintendent	<i>Section</i>	Counseling Department
<i>Revision No/Date</i>	Created Nov. 21, 2022; Updated May 15, 2023; Effective Spring 2023		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contribute toward building a world-class elementary division by assisting in the operation of the SMIC-I Counseling Department and Professional Development Department. Contribute to the school and students in a dynamic system of professionals dedicated to honor, excellence, community, and joy.		
<b>Successful SMIC Private School educators have ...</b>	<ul style="list-style-type: none"><li>• <u>Passion</u> about bringing quality education to students that includes ...<ul style="list-style-type: none"><li>○ love for education</li><li>○ consistently operating with a commitment to positivity, excitement, and creative problem-solving</li><li>○ respect for working in a multicultural environment where multiple work styles are valued and celebrated</li><li>○ being a caring contributor who brings enjoyment to the workplace</li></ul></li><li>• <u>Team spirit</u> commitment that includes ...<ul style="list-style-type: none"><li>○ a can-do attitude</li><li>○ respect for genuine joyful collaboration</li><li>○ dedication to positive and supportive interpersonal relationship skills</li><li>○ willingness to take initiative</li><li>○ desire for transparency</li><li>○ ability to take direction easily when needed</li><li>○ willingness to make personal sacrifices for the greater school-wide good</li><li>○ committed to working in a team-based teaching environment where flexibility and collaboration are key</li></ul></li><li>• <u>Strong work ethic values</u> that include ...<ul style="list-style-type: none"><li>○ high standards of quality</li><li>○ effective organizational skills</li><li>○ being self-directed</li><li>○ ability to multitask</li><li>○ comfort with big-picture concepts while being detail-oriented when implementing school plans</li><li>○ serving as a strong positive role model for students at all times</li></ul></li><li>• <u>Responsible outlook</u> includes ...<ul style="list-style-type: none"><li>○ a sense of ownership and reliability in getting the job done correctly to the end</li><li>○ ability to work under pressure with deadlines yet also demonstrate flexibility with ease when needed</li></ul></li></ul>		

<b>Job Duties</b>			
	<b>Job Assignment</b>	<b>Grade Level</b>	<b>Expected Total Workload Percentage</b>
	SMIC-I Counseling Department Assistant	K-12	50%
	SMIC-I Community Relations & Professional Development Department Assistant	K-12	50%
	<b>TOTAL PERCENTAGE OF WORKWEEK</b>		<b>100%</b>
	<p><b><u>General Job Assignment</u></b></p> <ul style="list-style-type: none"> <li>Assist as directed in the smooth and efficient operation of the Counseling and the PD Department's offices. The Heads of the Counseling and Community Relations/Professional Development Departments will evaluate this position under the coordination of the head of the counseling department.</li> <li>Provide administrative support to the Head of Counseling, as well as the Director of Community Relations &amp; Professional Development, as needed</li> <li>Collaborate with school leadership (including administrators and teacher leaders) to connect the Counseling office and Professional Development Department's priorities and processes in SMIC International Division with established school-wide goals</li> <li>Help facilitate a bridge between SMIC-I divisions (including the CIC), the Chinese Track, and the general community where needed</li> <li>Respond promptly to students, staff, and families in need of assistance and forward them to the correct departments as needed</li> <li>Provide support to the HR, GA, and IT offices for distribution or collection of HR documents, tech equipment, gift cards, or other items or documents needing picking up or dropping off as needed</li> <li>Provide organizational support for events, or professional development, such as staff celebrations, and PD meetings</li> <li>Schedule large group meetings (committee meetings, new teacher meetings, leadership meetings)</li> <li>Translate from English to Chinese and from Chinese to English, both verbally and in writing, with fluency, accuracy, and ease</li> <li>Complete complex work independently with creativity, attention to detail, on time, and a proven record of project completion</li> <li>Assist the counseling department by assisting students in the office needing support.</li> <li>Assist the Counseling and community relations departments by sending out announcements, newsletters, and other information under the direction of the Counseling Director and the Community Relations (Associate) Director.</li> </ul> <p><b><u>Record Keeping &amp; Data Reporting</u></b></p> <ul style="list-style-type: none"> <li>Protect the confidentiality of student and staff records and information</li> <li>Collect and report student, staff, or other SMIC-I information as assigned to meet governmental regulations and accreditation needs per school requirements, often with high-stakes/critical deadlines</li> <li>Complete reporting paperwork as required for SMIC-I operations, which includes both reporting in English (such as WASC), and in Chinese (such as Shanghai Education Commission documents)</li> <li>Place orders on the ERP system and track the budget under the guidance of the Directors of Counseling and the Professional Development/ Community Relations department</li> <li>Order items for use in the Counseling office and Professional Development/ Community Relations departments</li> </ul>		

- Track financial information for the Counseling and Professional Development/Community Relations departments, under the guidance of the Director of Counseling and Director of PD, regarding payments, budgeting, and associated paperwork
- Provide PowerSchool and data reports as directed by administrative staff

#### **Standardized Test Support**

- Support test coordinator for SAT/PSAT/AP/MAP/WrAP administration (or other standardized tests the school administers)
- Keep the Counseling Director informed about progress with Testing Coordination progress
- Assist and ensure that an organized process is in place to coordinate the ordering, storage, distribution, and scheduling for all testing happens according to the SMIC-I ES and MHS calendars
- Coordinating communication as needed between DHL, customs, and other agencies for document sending
- Collaborate with each division's test coordinator to ensure effective and efficient implementation of the school's testing schedule and the proper testing policies and procedures
- Assure an accounting system is in place to track the payment of student money for ordering tests

#### **Other Duties**

- 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
- Support SMIC school values, including our ESLRs and motto, and serve as a role model to students in all actions, professionally and personally, to promote them
- Promote the school's "Expected School-wide Learning Results (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character
- Demonstrate a strong interest in working with K-12 aged students
- Take an active role in required meetings (departmental; committees, faculty; etc.)
- Actively participate in required professional development opportunities available to staff by the school
- Assist with the maintenance and storage of department-assigned and school supplies
- Help decorate the elementary administrative office, the hallways outside the office, and the main elementary lobby
- Actively fulfill assigned direct supervision duties of students
- Assist with additional duties as assigned

<p><b>Communication and Office Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate a strong positive commitment toward school improvement</li> <li>• Very knowledgeable about the K-12 international-style education system and how early childhood/elementary school-level instruction integrates into the Chinese private school context</li> <li>• Comfortable working in a school that integrates Chinese- and American-style educational philosophies, especially in a Chinese private school context</li> <li>• Comfortable with computers for school-related purposes including PowerSchool, Rubicon Atlas, Canvas, email, and Microsoft Office programs. Also able to effectively navigate and use NWEA, Collegboard, and other testing platforms.</li> <li>• Desire to actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Flexible and culturally sensitive in adapting to a multicultural environment with school community members (students, staff, and families) of many nationalities</li> <li>• Strong understanding of working with students, parents/guardians, and staff from diverse cultural backgrounds</li> <li>• Positively and proactively communicate with parents/families, staff, and students</li> <li>• Work effectively with students who exhibit near English proficiency</li> <li>• Patient in working with members of the school community calmly and positively in tense, high-pressure situations, including the following chain of communications command</li> <li>• Fluent in both oral and written English at a highly professional standard</li> <li>• Communicate clearly and effectively in English in a predominantly English-speaking workplace</li> <li>• Communicate at a professional level with parents, either in English or Chinese, which could include translating in Chinese for the administrative team when needed</li> </ul>
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<b>Research-based Best Practices Guiding SMIC-I Frameworks</b>	<ul style="list-style-type: none"> <li>• <i>Mindset: The New Psychology of Success.</i> Carol S. Dweck. Random House. 2006</li> </ul>
<b>Education and Work Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree <u>required</u> education-related, translation, or business-related field</li> <li>• Eligible for employment in Shanghai, China</li> <li>• Must speak and write Chinese fluently and English at a professional level</li> <li>• A minimum of 3 years of work experience within SMIC or another international-style school as an office assistant or assistant teacher is highly preferred</li> <li>• Evidence of relevant professional interest in working in English with students in an international-style school environment</li> </ul>
<b>Signatures</b>	<ul style="list-style-type: none"> <li>• I have been provided a copy of this job description which I have reviewed.</li> </ul> <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"> <li>• As the school's designated representative, I have reviewed this job description with the employee assigned to this role listed above.</li> </ul> <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>