



MHS Science Teacher (SMIC-I HS Physics / CT MS General Science)

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. SMIC-I HS Science Dept. Head 2. SMIC-I Senior Director for HS 3. K-12 Vice Principal	<i>Division</i>	SMIC-International Division
<i>Job Title</i>	SMIC-I MHS Science Teacher (HS Physics / MS General Science Focus)	<i>Department</i>	High School
<i>Approved By</i>	SMIC-I Superintendent	<i>Section</i>	Science Department
<i>Revision No/Date</i>	December 1, 2017; Revised May 15, 2023; Effective August 2023		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC MHS by providing instructional guidance in science courses 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 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		

	Teaching Assignment	Grade Level	Number of Class Sections / Week	Total
	SMIC-I HS Science Classes (Physics Focus)	Grades 9-12 as assigned	1 class section/week (@ 5 classes/section)	5 periods
	Chinese Track (CT) Middle School	Grades 6-8 as assigned	12 class sections/week (@ 1 class/section)	12 periods
	SMIC-I MHS Resource Teacher (Science/Math Focus)	SMIC-I MHS	Up to 3 classes per	3 periods
	TOTAL NUMBER OF PERIODS / WEEK			20 periods
Job Duties	<u>Science Teacher Duties (85% of duty)</u> <ul style="list-style-type: none"> • Work with students in grades 9-12, as assigned for the school year; the assignment could include AP subjects upon the agreement of the teacher; teaching assignments take into consideration a teacher's area of interest • Assignment involves teaching Chinese Track Middle School general science classes in grades 6-8 in English following the SMIC International Division middle school science curriculum. Classes are conducted in English only. • Carry out the ongoing development of the school's MHS science curriculum following the <i>Understanding by Design</i> (UbD) concepts • Prepare effective and diverse classroom lessons to implement the school's science 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. • Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) Science Fair, CT English Week, and other school events • Helping maintain and care for the MHS science supplies and equipment, including inventorying those items when needed • Help care for the science lab in cooperation with the science lab assistant • Helping train and guide students to follow proper science lab safety procedures • Collaborate with grade-level teams to plan, teach, and assess interdisciplinary units • Comfortable working with advanced motivated students who have strong academic backgrounds • Support the work of Science Department initiatives, including supporting science-related student clubs such as the Science National Honor Society, <i>Scientia</i> Journal, etc. 			
	<u>MHS Science/Math Resource Teacher (15% of workload)</u> <ul style="list-style-type: none"> • Serve as a long-term or short-term substitute teacher for SMIC-I MHS (grades 6-12) as assigned, primarily in science/math. • The first substituting priority will be to take on a long-term full-time substitute role when a teacher is on extended long-term leave • When not fulfilling substituting duties as a teacher or working on other half of assigned tasks as a regular classroom teacher, provides instructional support primarily in the Shanghai SMIC-I MHS. • As needed when substituting, design authentic assessments and measure their effectiveness in meeting curricular goals according to academic department expectations, using Understanding by Design (UbD) format 			
	<u>General Teacher Duties</u> <ul style="list-style-type: none"> • 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 			

	<ul style="list-style-type: none"> • 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, 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 • 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
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 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 • 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 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 is <u>required</u> in science education (i.e., secondary science), but a bachelor's degree in a related field (such as chemistry, biology, physics, etc.) is considered if held with a teaching license and 2 years of verifiable full-time teaching experience in secondary science • Possesses a current teaching license/certificate • At least two years of full-time teaching experience in a regular school • Evidence of recent relevant professional development in secondary education or science
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;"> <div style="text-align: center;"> 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="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <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;"> <div style="text-align: center;"> X <hr style="width: 100%;"/> Date </div> </div> </div> </div>