



## SMIC-I Assistant to the Athletics/Activities & PE Departments

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. Activities & Athletics Department Head 2. PE Department Head 3. Senior Director of MHS	<i>Division</i>	SMIC-International Division
<i>Job Title</i>	Assistant to the Athletics/Activities & PE Departments	<i>Department</i>	Middle High School
<i>Approved By</i>	International Superintendent	<i>Section</i>	Athletics/Activities
<i>RevisionNo/Date</i>	Created February 25, 2019;; Updated May 15, 2023; Effective August 2023		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building a world-class SMIC-I by assisting the Athletics & PE Department by 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.		
<b>Successful SMIC-I educators have ...</b>	<ul style="list-style-type: none"> <li>• <b>Passion</b> 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>• <b>Team spirit</b> 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>• <b>Strong work ethic values</b> 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>• <b>Responsible outlook</b> that 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 demonstrating flexibility with ease when needed</li> </ul> </li> </ul>		

Job Duties	Job Assignment	Grade Level	Expected Total Workload Percentage
	Athletics & Activities Departments Assistant	Grades 6-12	<ul style="list-style-type: none"> <li>• Minimum of 50% of weekly workload;</li> <li>• It could be more if not substituting the maximum amount listed as PE Dept. Assistant</li> </ul>
	PE Department Assistant / PE Substitute	Grades K-12	<ul style="list-style-type: none"> <li>• Maximum of 50% of weekly workload (up to 10 periods/week);</li> <li>• If not substituting the maximum amount stipulated here, the unused time per week will be added to serving the Athletics &amp; Activities Department that week</li> </ul>
	<b>TOTAL PERCENTAGE OF WORKLOAD</b>		<b>100% (Full-time position)</b>

**World Class School:** Serves as the Assistant to the Athletics and PE Departments to ensure the school provides a world-class environment in all aspects of its operation, primarily through supporting the work of the departments, which includes the following:

**Athletics & Activities Department Role:**

- **Assistant the Athletics & Activities Department:** Assists the Athletics Department with Athletics Department events, which includes assisting the Department Head and providing athletics assistance to coaches as assigned. The expectation is that a minimum of 50% of the workload of this position is designated for the Athletics and Activities Department. Assigned tasks also include the following:
  - **Coaching:** Uses expertise to coach and assist other coaches during various sports teams’ practices and matches. (NOTE: This could include weekend or after-school events. This includes preparing materials for the coaches, such as handouts and team rosters.
  - **Events Chaperoning:** Attends occasional sporting events as coordinated through the PE & Athletics Department to help assure the safety and well-being of students (ours and from other schools). There are several weekend and evening events covered through this role. This position allows for flex time through the regular work schedule since being available for evenings and weekends is necessary for this position. Time worked beyond the standard SMIC full-time workload is compensated additionally.

**K-12 PE Department Role:**

- **Assistant the PE Department:** Assists the Athletics Department head with PE Department events, such as Sports Day (ES or MHS), etc.
- **Departmental Substitute Teacher:** Substitutes up to 10 periods in K-12 PE per week maximum per the full-time workload requirement of this position with no additional compensation. The Assistant will be compensated per the school’s substitute pay rate when subbing for more than ten periods per week. If PE substituting isn’t entirely needed for a week, then the unused time can be assigned to Athletics Department or PE Department work by joint agreement of the assigned Department Heads.
- Assist PE teachers with other classes as needed per the joint request of the assigned Department Heads

**Interdepartmental Duties & Performance Assessment:**



- **Facilitates Organizational Efficiency:** Contributes to healthy and effective intra-school communication and offers and accepts assistance as necessary.
- **Department Liaison:** Aids the PE & Athletics Department with communication with the school divisions and their leadership.
- **Paperwork:** Aids the PE & Athletic Department by filling out, processing, and tracking departmental paperwork as assigned by the Athletic and PE Department Heads. Helps keep information, files, and data organized and easily accessible to Department Heads.
  - Includes purchasing requests through ERP
  - Includes processing transportation requests through Peoplus
- **Collaboration:** Works collaboratively with SMIC staff in meeting School and Departmental needs
- **Facilities and Equipment:** Assists in setting up and tearing down facilities and equipment related to practices and matches. Tasks include collecting, processing, and organizing the separate storage and maintenance of PE and Athletics equipment, such as uniforms, balls, cones, icepacks, etc.
- **Inventory:** Helps organize and track both Departments' inventory
- **Job Performance Assessment Evaluation:** The Heads of the Athletics & Activities and the PE Departments will evaluate this position under the lead coordination of the Athletics & Activities Department Head.

#### Other Duties

- Demonstrate a strong interest in working with K-12 aged students
- Actively participate in required professional development opportunities available to staff by the school
- Help decorate the hallways outside departmental offices

#### General Teacher Duties

- Positively and productively collaborate with colleagues
- 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 [webpage(s), team rosters, permission slips, etc., and other required documents]
- Create engaging and organized learning spaces 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

	<ul style="list-style-type: none"> <li>• Take an active role in required meetings (grade level; departmental; grade level; committees, faculty, etc.)</li> <li>• Assist with additional duties as assigned</li> </ul>
<p style="text-align: center;"><b>Organization and Communication Skills</b></p>	<ul style="list-style-type: none"> <li>• Flexibility and ability to multitask with ease</li> <li>• Demonstrates a strong, positive commitment toward school improvement</li> <li>• Demonstrate commitment to working with K-12 grade levels, including understanding best practices in the athletics and activities areas</li> <li>• Flexible in adapting to a multicultural environment with school community members (students, staff, and families) of diverse nationalities</li> <li>• Able to display character and remain calm while coaching, substitute teaching, and supervising in competitive environments</li> <li>• Patience in working with members of the school community in tense, complex, and challenging situations</li> <li>• Ability to work independently without constant supervision</li> <li>• Knowledge of child development and effective application of best practices in student support in a K-12 setting</li> <li>• Comfortable working in a school that integrates Chinese and American-style educational philosophies</li> <li>• Actively engages in professional development opportunities as provided by the school or through individual initiative</li> <li>• Fluent in both oral and written Mandarin at a professional standard</li> <li>• Professional proficiency in oral and written English</li> <li>• Comfortable with computers for school-related purposes, including data management, ERP, Peoplus, email, and MS Office programs</li> <li>• Excellent attention to detail when carrying out assigned tasks</li> <li>• Familiarity with various sports and sport theory</li> </ul>



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<p><b>Research-based Best Practices Guiding SMIC-I Frameworks</b></p>	<ul style="list-style-type: none"> <li>• <i>Mindset: The New Psychology of Success.</i> Carol S. Dweck. Random House. 2006</li> </ul>
<p><b>Education and Work Experience Requirements</b></p>	<ul style="list-style-type: none"> <li>• Completed a bachelor's degree, preferably in education</li> <li>• Is legally eligible to work in an international-style school</li> <li>• Preferable to have a teaching license</li> <li>• At least two years related of school or professional experience related to the job scope</li> <li>• Familiarity with school operations is helpful, especially at an international-style school level</li> </ul>
<p><b>Signatures</b></p>	<ul style="list-style-type: none"> <li>• I have been provided a copy of this job description which I have reviewed.</li> </ul> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Employee <span style="float: right;">Printed Name</span></p> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> </p> <hr/> <p>Date</p> <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> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Official School Designee <span style="float: right;">Printed Name</span></p> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> </p> <hr/> <p>Date</p>