



# Shanghai SMIC Private School 上海市民办中芯学校

(tel) 86-21-5855-4588 • (fax) 86-21-5895-7828/5855-7462 • [www.smicschool.com](http://www.smicschool.com)

Elementary Division No. 3, Lane 19 Qingtong Road  
Middle/High School Division No. 169 Qingtong Road  
Pudong New Area Shanghai, China 201203

小学部 中国上海浦东新区青桐路19弄3号  
中学部 中国上海浦东新区青桐路169号  
邮编: 201203

## SMIC-I ES Grade 4 or 5 Math and HR Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. Assigned Grade Level Leader 2. Elementary Senior Director	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I ES Grades 4 or 5 Math Teacher and HR Teacher	<i>Department</i>	Elementary
<i>Approved By</i>	International K-12 Principal	<i>Section</i>	Grade 4 or 5 as assigned
<i>Revision No/Date</i>	Created February 16, 2017; Updated June 28, 2019; Effective August 13, 2020		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building a world class elementary division through providing instructional guidance in the elementary school grade 4 or 5 in math, 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.		
<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 bring 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> 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>		

Teaching Assignment	Grade Level	Total Periods
ES Grade 4 or 5 Class Sections	Grade 4 and/or 5 as assigned	21 periods / week

## Job Duties

### ES Math Teacher Duties

- Work with students in grades 4 or 5, as assigned, teaching science
- Carry out the ongoing development of the school's elementary science curriculum following the *Understanding by Design* (UbD) concepts
- Prepare effective and diverse classroom lessons to implement the school's science curriculum following the school's accepted methods
- Help direct and coordinate student science projects for special events during the school year, including (but not limited to) the Science/Engineering Design Fair, International Day, and other school events
- 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
- Follow science safety standards as outlined by the school that follow government science safety standards, including training students on those expectations
- Helping maintain, organize, and care for the ES science supplies including inventorying those items and keeping supplies current
- Helping train and guide students to follow proper science lab safety procedures
- 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

### Homeroom Teacher Duties

- Communicate and promote upcoming class, grade, and school events with both parents/families, and students
- Create a positive and collaborative relationship with homeroom parents
- Report on each child's behavioral and academic progress
- In collaboration with Vice Principal, AA Director, SA Director, and the Grade Level Leader create and implement behavioral and academic plans for students in need
- Communicate with parent(s)/guardian(s) directly about emergency safety and health issues involving his/her child's needs, which could include calling and emailing after regular working hours
- Making visits to families homes during times of extraordinary need such as for extreme illness or family emergency
- Teach and train students in safety, procedures, and character per school-wide expectations and initiatives'
- Teach weekly Character Classes.
- Implement and lead Responsive Classroom class meetings on a daily basis.

### General Teacher Duties

- 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 *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 (class webpages, grading homework, grade books, progress reports, report cards, student attendance, and other required documents)



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	<ul style="list-style-type: none"> <li>• 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</li> <li>• Create an engaging and organized learning space (classroom) for students</li> <li>• Actively fulfill assigned supervision duties, which could include passing period duty, lunch duty, study hall assignments, etc.</li> <li>• Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner regarding their child's learning</li> <li>• 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</li> <li>• Take an active role in required meetings (grade level; departmental; grade level; committees, faculty; etc.)</li> <li>• Serve as a departmental substitute teacher when needed</li> <li>• Assist with additional duties as assigned</li> </ul>
<b>Organization and Communication Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate strong positive commitment toward school improvement</li> <li>• Demonstrate commitment to math education at the elementary level including innovations and best practices</li> <li>• Develop and follow the established elementary math curriculum including designing units to support it</li> <li>• Knowledgeable about the American-style elementary education system and how primary level classroom instruction integrates into it</li> <li>• Comfortable working in a school that integrates Chinese and American style educational philosophies</li> <li>• Comfortable with computers for school related purposes including data management, Rubicon Atlas, email, and MS Office programs</li> <li>• Fluent in both oral and written English at a professional standard</li> <li>• Desire to actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Flexible in adapting to a multi-cultural environment with school community members of many nationalities</li> <li>• Strong understanding of working with students, parents/guardians, and staff from diverse cultural background</li> <li>• Patience in working with members of the school community calmly and positively in tense high pressure situations including following chain of communications command</li> </ul>
<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> <li>• <i>Understanding by Design,</i> Grant Wiggins &amp; Jay McTighe. ASCD. 2005</li> </ul>

<b>Education and Work Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree <u>required</u> in elementary education but a bachelors' degree in a related field (i.e., English, history, secondary English language arts, or secondary social studies, etc.) is considered with a teaching license and 2 years of verifiable full-time teaching experience in an elementary school</li> <li>• Must possess a valid teaching license/certificate in elementary or early childhood education</li> <li>• At least 2 years of full-time teaching in the same position in a regular elementary school setting</li> <li>• Evidence of current relevant professional development especially at the lower elementary grade levels especially in math</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="width: 45%; text-align: center;"> <p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Employee</p> </div> <div style="width: 45%; text-align: center;"> <p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Printed Name</p> </div> </div> <div style="margin-top: 20px;"> <p style="font-size: 2em; text-align: center; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Date</p> </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="width: 45%; text-align: center;"> <p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Official School Designee</p> </div> <div style="width: 45%; text-align: center;"> <p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Printed Name</p> </div> </div> <div style="margin-top: 20px;"> <p style="font-size: 2em; text-align: center; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Date</p> </div>