



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

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中学部 中国上海浦东新区青桐路 169 号

SMIC-I Elementary Grade 4 or 5 Math & Homeroom Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	Teacher	<i>Center</i>	School
<i>Report To</i>	1. Assigned Grade Level Leader 2. SMIC-I K-12 Vice Principal	<i>Division</i>	SMIC International Division
<i>Job Title</i>	SMIC-I Math & Homeroom Teacher (G4 or 5)	<i>Department</i>	Elementary School
<i>Approved By</i>	International Superintendent	<i>Section</i>	Grade 4 or 5 as assigned
<i>Revision No/Date</i>	Created February 16, 2017; Updated January 18, 2021; Effective August 2022		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC-I Elementary through providing instructional guidance in the elementary school grade 4 or 5 in math while actively contributing to the 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		

	<ul style="list-style-type: none"> • 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 daily.
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 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 following the 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>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 elementary education but a bachelors' degree in a related field (i.e., math, or secondary math, etc.) 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 in elementary or early childhood education • At least 2 years of full-time teaching in the same position in a regular elementary school setting • Evidence of current relevant professional development especially at the elementary grade levels especially in math
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-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"> • 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; 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>