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



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

REPORTING STRUCTURE					
Job Family	Teacher	Center	School		
Report To	 Assigned Grade Level Leader SMIC-I K-12 Vice Principal 	Division	SMIC International Division		
Job Title	SMIC-I Math & Homeroom Teacher (G4 or 5)	Department	Elementary School		
Approved By	International Superintendent	Section	Grade 4 or 5 as assigned		
Revision No/Date	Created February 16, 2017; Updated January 18, 2	021; Effective A	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	Passion about bringing quality education to students that includes				

Job Assignment	Grade Level	Total Periods
ES Math Teacher	Grades 4 and/or 5	21 periods/week
	as assigned	

G4/5 Math Teacher Duties

- Work with students in grades 4 or 5, as assigned, teaching math
- Work on elementary math curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats using *Understanding by Design* (UbD)
- Develop and follow the established SMIC-I elementary math curriculum, including designing units and lessons that support the implementation of that curriculum
- 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) Pi Day and other school events
- Helping maintain and care for the ES math supplies, including inventorying those items and keeping them current
- 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

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 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, which could include passing period duty, lunch duty, study hall assignments, etc.
- Work closely with parents/guardians through 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

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, the EC Director (grade 1 only), AA Director, SA Director, and the Grade Level Leader create and implement behavioral and academic plans for students in need

Job Duties

	 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	 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** Mindset: The New Psychology of Success. Carol S. Dweck. Random House. 2006 **Guiding SMIC-I** Understanding by Design, Grant Wiggins & Jay McTighe. ASCD. 2005 **Frameworks** Bachelor's degree required 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 and** education **Work Experience** At least 2 years of full-time teaching in the same position in a regular elementary school Requirements setting Evidence of current relevant professional development especially at the elementary grade levels especially in math I have been provided a copy of this job description which I have reviewed. Employee Printed Name X Date As the school's designated representative, I have reviewed this job description with the **Signatures** employee assigned to this role listed above. Official School Designee Printed Name Date