



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

(tel) 86-21-2033-2588 • (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

## SMIC-I Elementary Music Teacher (Grades 3-5 Focus)

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. ES Electives Dept. Head 2. SMIC-I K-12 Vice Principal	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I Elementary Music Teacher (Grades 3-5 Focus)	<i>Department</i>	SMIC-I ES
<i>Approved By</i>	SMIC-International Superintendent	<i>Section</i>	Electives
<i>Revision No/Date</i>	Created December 29, 2016; Updated December 6, 2021; Effective August 2022		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building a world-class elementary division through providing instructional guidance in elementary grades’ music (grades 3-5), 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 brings 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> 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 demonstrate flexibility with ease when needed</li></ul></li></ul>		

		Teaching Assignment	Grade Level	Total Periods
		ES Music Class Sections	Grades 3-5 as assigned	21 periods/week
Job Duties		<b><u>Grades 3-5 Music Teacher Duties</u></b>		
		<ul style="list-style-type: none"><li>• Work with students in grades 3 to 5, as assigned, teaching music</li><li>• Carry out the ongoing development of the school’s ES music curriculum following the <i>Understanding by Design</i> (UbD) concepts</li><li>• Prepare effective and diverse classroom lessons to implement the school’s music curriculum following the school’s accepted methods</li><li>• Direct and coordinate student performances at special events during the school year, including (but not limited to) the annual winter concert, the Spring Arts Festival, and other school events</li><li>• Design authentic subject assessments and measure their effectiveness in meeting curricular goals</li><li>• Differentiate lesson plans to meet the needs of both struggling and advanced students.</li><li>• Collaborate with grade-level team to plan, teach, and assess interdisciplinary units</li><li>• Helping maintain, organize, and care for the ES music supplies and equipment including inventorying those items and keeping supplies current</li><li>• Comfortable working with advanced motivated students who have strong academic backgrounds</li><li>• Support the work of grade-level initiatives including sponsored student clubs/activities</li></ul>		
		<b><u>General Teacher Duties</u></b>		
		<ul style="list-style-type: none"><li>• Positively and productively collaborate with department and grade level teachers</li><li>• Actively and positively promote the school’s “Expected School-wide Learning Results” (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character</li><li>• Follow the SMIC Code of Ethics and school policies as outlined in the most current version of the <i>SMIC Staff Handbook</i></li><li>• Closely follow the SMIC-I “Curriculum, Instruction, and Textbook Policy” as is appropriate for the Chinese context</li><li>• Maintain and update timely student records including (class webpages, grading homework, grade books, progress reports, report cards, student attendance, and other required documents)</li><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>• Demonstrates a strong positive commitment toward school improvement</li> <li>• Demonstrates commitment to education at the elementary grades' level including innovations and best practices</li> <li>• Knowledgeable about the American-style education system and how elementary school level 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 PowerSchool, Rubicon Atlas, Canvas, email, and MS Office programs</li> <li>• Desires to actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Flexible and culturally sensitive in adapting to a multi-cultural environment with school community members (students, staff, and families) of many nationalities</li> <li>• Strong understanding of working with students, parents/guardians, and staff from diverse cultural backgrounds</li> <li>• Positively and proactively communicate with parents/families and students</li> <li>• Works effectively with students who exhibit near English proficiency</li> <li>• Patient in working with members of the school community calmly and positively in tense, high-pressure situations including following the chain of communications command</li> <li>• Fluent in both oral and written English at a professional standard</li> </ul>
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<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 music education at the elementary level but a bachelors' degree in a related field [music or (musical) fine arts is considered with the requisite teaching experience</li> <li>• Must possess a valid teaching license/certificate in music education</li> <li>• At least 2 years full-time teaching experience in the same position in a regular elementary school</li> <li>• Evidence of current relevant professional development especially in music instruction</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="text-align: center;"> <p><b>X</b></p> <hr style="width: 100%;"/> <p>Employee</p> </div> <div style="text-align: center;"> <p><b>X</b></p> <hr style="width: 100%;"/> <p>Printed Name</p> </div> </div> <div style="margin-top: 20px;"> <p><b>X</b></p> <hr style="width: 100%;"/> <p>Date</p> </div> <ul style="list-style-type: none"> <li>• As the school's officially designated employment 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="text-align: center;"> <p><b>X</b></p> <hr style="width: 100%;"/> <p>Official School Designee</p> </div> <div style="text-align: center;"> <p><b>X</b></p> <hr style="width: 100%;"/> <p>Printed Name</p> </div> </div> <div style="margin-top: 20px;"> <p><b>X</b></p> <hr style="width: 100%;"/> <p>Date</p> </div>