



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

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## SMIC-I Elementary Associate Director of Academic Affairs

| REPORTING STRUCTURE                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                             |
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| <i>Job Family</i>                                        | Academic Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>Center</i>     | School                      |
| <i>Report To</i>                                         | SMIC-I ES Academic Affairs Director<br>SMIC-I ES Senior Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <i>Division</i>   | SMIC International Division |
| <i>Job Title</i>                                         | SMIC-I Elementary Associate Director of Academic Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <i>Department</i> | Elementary                  |
| <i>Approved By</i>                                       | Principal of International Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Section</i>    | Academic Affairs            |
| <i>Revision No/Date</i>                                  | Created December 2017; Revised February 25, 2022; Effective August 1, 2022, Revised 3/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                             |
| POSITION DESCRIPTION                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                             |
| <b>Job Purpose</b>                                       | Help build a world-class international division by supporting elementary academic affairs while ensuring that SMIC-I Expected School-wide Learning Results (ESLRs) are vibrant and meaningfully present for students and staff 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> |                   |                             |

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| <p><b>Job Duties</b></p> | <p><b><u>Job Scope &amp; Academic Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Help assure quality instructional delivery for the SMIC-I Elementary School (ES Grades 1 – 5)</li> <li>• Support the development of curriculum for the SMIC-I Elementary School under the guidance of the ES Senior Director and the ES Academic Affairs Director</li> <li>• Organize complex class scheduling with creativity and attention to detail on time under the direction of and ES AA Director and in collaboration with the Director of Early Childhood as determined by the ES Senior Director</li> <li>• Supervise administrative tasks, which includes execution of the report cards process, student placement, student entrance testing, student records, and transcripts</li> <li>• Supervise academic ordering process of ES textbooks and teachers’ resources following the selection process recommendations as determined under the guidance of the ES Senior Director, with the assistance of the Academic Affairs Senior Assistant</li> <li>• Under the guidance of the AA Director assist in checking report card comments and grades and progress report card comments and grades.</li> </ul> <p><b><u>Supervision</u></b></p> <ul style="list-style-type: none"> <li>• Supervise (directly and indirectly), observe, and evaluate assigned ES staff <ul style="list-style-type: none"> <li>○ Supervise all substitutes teachers, ATs, and substitute assistant teachers</li> <li>○ Assure that assigned ES teacher supervisors (grades 1-5) evaluate and observe assistant teachers (ATs) according to the school’s performance assessment standards as outlined by school policy</li> <li>○ Observe and evaluate staff assigned under the school’s evaluation matrix</li> </ul> </li> <li>• Creates and monitors necessary professional growth plans for ES ATs</li> </ul> <p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>• Train AT’s ES substitutes about school procedures and policies (including working with the Child Protection Officer to assure that substitutes receive proper Child Protection Policy training)</li> <li>• Provide training as designated by the ES Senior Director or ES AA Director</li> <li>• Trains and guides ES Subject Leaders <ul style="list-style-type: none"> <li>○ Meets bi-weekly with subject leaders to discuss progress, plan, and discuss issues</li> <li>○ Assures that subject leaders are trained in monitoring lesson/unit plans and assessments for their assigned subject</li> </ul> </li> </ul> <p><b><u>Hiring</u></b></p> <ul style="list-style-type: none"> <li>• Lead coordination of the interviewing process for ES substitute teachers, and AT’s which includes conducting initial interviews and tracking candidates through the ES hiring process</li> <li>• Assist with interviews for ES teacher candidates when assigned</li> <li>• Serve as a member of the ES Hiring Team</li> </ul> <p><b><u>Event Organization</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for being the primary organizer of SMIC-I ES special events, such as International Day, Reading Spirit Week, Back to School Night, Parent-Teacher Conference Days, Spirit Week, and Career Day, under the guidance of the ES Senior Director and the ES Academic Affairs Director, along with the collaboration of other SMIC-I staff</li> </ul> <p><b><u>Professional Collaboration &amp; Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Member of the SMIC-I ES Academic Leadership Council with Vice Principal (weekly)</li> <li>• Member of the SMIC-I ES Academic Council (weekly)</li> <li>• Member of the Central Administrative Team (CAT) (weekly)</li> <li>• Member of the ES Core Hiring team (as needed)</li> <li>• Attend the SMIC Principals’ Meeting (as needed)</li> <li>• Ad hoc committees created to address temporary special-purpose issues (as needed)</li> <li>• Meet with the Chinese Track (CT) ES Principal or designee or other CT leaders (as needed)</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Follow formal lines of communication as established in the school’s organizational chart and policies</li> <li>• In collaboration with the elementary leadership team, make presentations to staff, parents, and community members about school policies and procedures, assigned school events, student admission criteria and screening, and assigned responsibilities (when applicable)</li> <li>• Work with the ES admissions team to screen prospective students and communicate with parents about the overall process</li> <li>• Collaborate with administrators and other colleagues in SMIC-I, the CIC, and the CT regarding school-wide events and issues</li> </ul> <p><b><u>Other Duties</u></b></p> <ul style="list-style-type: none"> <li>• Help ensure, under the direction of the ES Academic Affairs Director, that the SMIC-I ES is compatible with the legal, financial, and organizational structures of the school, school system, company system, local, and national legal entities, as well as meeting accepted international standards <ul style="list-style-type: none"> <li>○ Help assure under the guidance of SMIC-I senior administrators that all ES assigned staff are trained on these laws, policies, and procedures, as affects their job performance</li> </ul> </li> <li>• Help ensure, under the guidance of the ES Senior Director, that grades 1 to 5 operations meet high safety standards for all students and staff</li> <li>• Guide SMIC-I teaching staff about appropriate elementary-aged student development and effective application of research-based academic and behavior management strategies and techniques</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>• Help assure ES actions meet with the school’s vision, mission, and ESLRs</li> <li>• Submit budget proposals, under the guidance of the ES Senior Director, for the annual ES budget</li> <li>• Help annually review the school’s staff and student policies, especially about the operation of the ES</li> <li>• Assure, under the guidance and collaboration of the ES Senior Director, the implementation of the annual ES budget, including its training, proposal, review, submission, and implementation processes per SMIC-I procedure</li> <li>• Stay current with educational issues relevant to elementary education, especially in an international school context</li> <li>• Fulfill student supervision duties as assigned</li> <li>• Help to assure school processes reflect safety as a top priority</li> <li>• As a part of continuous improvement, assist in collecting and analyzing ES data</li> <li>• Complete other job duties as assigned</li> </ul> <p><b><u>Direct Reports</u></b></p> <ul style="list-style-type: none"> <li>• K-5 Coordinator for Student Success (in collaboration with Director of EC)</li> </ul> |
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| <p><b>Organization and Communication Skills</b></p> | <ul style="list-style-type: none"> <li>• Solid understanding of educational systems and effective school leadership practices and elementary program implementation of best pedagogical practices in complex K-12 school-wide systems with highly diverse needs such as SMIC’s structure</li> <li>• Lead by example through a solid positive commitment toward school improvement with consistent demonstrated support and use of the growth mindset in self and others</li> <li>• Background in successfully working with the elementary Chinese education system is preferred, especially in a private school context, but also with solid knowledge of working with elementary education systems in other international systems is acceptable, especially in American-style education</li> <li>• Solid skills to analyze, evaluate, and assess large quantities of complex information and make effective and timely decisions based on this data, while considering the big picture, but also while working closely and accurately with details</li> <li>• Strong, positive commitment to the care and concern of all members of the school community (students, staff, families)</li> <li>• Flexible and culturally sensitive in adapting to a multicultural 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 the following chain of communications command</li> <li>• Desires to actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Comfortable with computers for school-related purposes, including PowerSchool, Rubicon Atlas, Canvas, email, and Microsoft Office programs</li> <li>• Comfortable presenting professionally to large groups of students, staff, parents, and community members</li> <li>• Highly fluent in both oral and written English at a highly professional standard</li> </ul> |
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| <b>Education and Work Experience Requirements</b>              | <ul style="list-style-type: none"> <li>• A bachelor's in elementary education or early childhood education</li> <li>• Master's degree at a minimum in educational administration strongly preferred</li> <li>• Holds a valid teaching and administrative license/certificate in elementary education and educational administration</li> <li>• Have 5-years of full-time educator experience: at least 3-years of full-time teaching experience at the elementary level strongly preferred</li> <li>• At least 2-years of professional international education experience required, with at least 1 of those years at in school leadership in China strongly preferred</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Research-based Best Practices Guiding SMIC-I Frameworks</b> | <ul style="list-style-type: none"> <li>• <i>Good to Great</i>. Grant, Jim. Harper Business. 2001.</li> <li>• <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006</li> <li>• <i>Positive Discipline</i>. Nelson, J. Ballantine Books. 2006</li> <li>• <i>Understanding by Design</i>, Grant Wiggins &amp; Jay McTighe. ASCD. 2005</li> <li>• <i>Units of Study for Teaching Reading: A Workshop Curriculum</i>. Lucy Calkins. Heinemann Publishers. 2015</li> <li>• <i>Units of Study in Opinion, Information, and Narrative Writing: A Workshop Curriculum</i>. Lucy Calkins. Heinemann Publishers. 2013</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="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> X<br/> <hr/> Employee </div> <div style="text-align: center;"> X<br/> <hr/> Printed Name </div> </div> <div style="margin-top: 20px;"> <div style="text-align: center;"> X<br/> <hr/> Date </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; align-items: center; margin-top: 20px;"> <div style="text-align: center;"> X<br/> <hr/> Official School Designee </div> <div style="text-align: center;"> X<br/> <hr/> Printed Name </div> </div> <div style="margin-top: 20px;"> <div style="text-align: center;"> X<br/> <hr/> Date </div> </div> </div> </div> |