



The SMIC PRIVATE SCHOOL 上海市民办中芯学校

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

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

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中学部 中国上海浦东新区青桐路169号  
邮编: 201203

ERW Deputy Department Head  
Curriculum Integration Center

REPORTING STRUCTURE			
<i>Report To</i>	CIC ERW Department Head and AA Director	<i>Division</i>	Curriculum Integration Center (CIC)
<i>Job Title</i>	ERW Deputy Department Head	<i>Department</i>	CIC ERW

POSITION DESCRIPTION	
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• provide vibrant ERW instruction to students in grade 1-5, covering all four language competencies</li> <li>• provide instructional leadership to the CT ES ERW team</li> <li>• actively contribute to the dynamic school community through collaboration, service and participation</li> <li>• strive for honor, excellence, community, and joy</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Education: Master's degree preferred in education, English or related fields, teaching certificate</li> <li>• Experience: Administration experience preferred. At least 5 years of full-time teaching experience</li> <li>• Leadership Skills: guide and unite the department to improve the quality of education</li> <li>• Interpersonal Skills: works well with others, solves conflict, good self-control, adapts to new situations</li> <li>• Language Skills: fluent levels of spoken and written standard English</li> <li>• Professional Skills: well-organized and proficient to meet the job description</li> </ul>
<b>Successful SMIC Private School Educators Value...</b>	<ul style="list-style-type: none"> <li>• <u>Community</u> demonstrated by... <ul style="list-style-type: none"> <li>○ Encouraging collaboration and taking ownership</li> <li>○ Maintaining supportive interpersonal relationship skills</li> <li>○ Continuously engaging parents to support student achievement</li> </ul> </li> <li>• <u>Excellence</u> that includes... <ul style="list-style-type: none"> <li>○ Effective organizational skills</li> <li>○ Setting high personal standards and tangible goals</li> <li>○ Promoting healthy, wise decision-making processes and lifestyles</li> </ul> </li> <li>• <u>Self-Motivated Learning</u> exemplified by... <ul style="list-style-type: none"> <li>○ Having a sense of ownership and reliability in getting the job done correctly</li> <li>○ Setting and pursuing professional goals and on-going professional development</li> <li>○ Taking initiative in developing constructive solutions that correspond to the school's vision, mission, and learning goals</li> </ul> </li> <li>• <u>Character</u> in bringing quality education to students that includes... <ul style="list-style-type: none"> <li>○ Being a caring contributor who brings positive, can-do attitude to the workplace</li> <li>○ Selecting texts and materials that enlighten and instill positive character values</li> <li>○ Promoting professional conduct and good sportsmanship at all school-related events</li> </ul> </li> <li>• <u>Global Connection</u> that includes... <ul style="list-style-type: none"> <li>○ Respect for a multicultural staff and diversity of opinions</li> <li>○ Considering cultural assumptions and implications in the decision-making process</li> <li>○ Appreciating cultural values exhibited in education, art, literature, music, and history</li> </ul> </li> </ul>



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<b>Teaching Duties</b>	<p><b>Teaching</b></p> <ul style="list-style-type: none"><li>• Teach two ES ELA classes, as assigned (10 periods per week)</li><li>• Proactively develop and research best practices and solutions to real-time needs</li><li>• Manage student behavior in the classroom</li><li>• Introduce and teach phonics rules and create phonemic awareness in a fun and easy to understand manner.</li><li>• Facilitate intensive academic vocabulary development</li><li>• Scaffold background information and make connections so that ELL learners can better understand a variety of texts</li><li>• Model and teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure</li><li>• Develop a culture of reading through picture books, story books, and level correct novels.</li><li>• Help students interpret a variety of texts including fiction, non-fiction, traditional tales, fantasies, science articles, song lyrics, poems, human interest tales, etc</li><li>• Guide students on how to use the oral and written conventions of the English language in speaking and writing</li><li>• Systematically develop students' composition skills including narratives, research reports, literary analysis, and essays</li><li>• Equip students to learn through collaboration, introducing them to foreign teaching methodologies</li><li>• Serve as a substitute teacher when needed</li></ul> <p><b>Communication</b></p> <ul style="list-style-type: none"><li>• Collaborate with other teachers in your grade level to develop sound curricula</li><li>• Provide parents with regular feedback and instructional rationale</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></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Prepare and upload weekly newsletters onto the class website ( Canvas )</li><li>• Develop and administer assessments</li><li>• Promptly grade assignments and give feedback</li><li>• Maintain and update timely student records</li><li>• Fulfill at least two additional responsibilities: committee, etc.</li><li>• Take an active role in required meetings (departmental; grade level; committees, faculty; etc.)</li><li>• Participate in department activities</li><li>• Maintain neat and orderly classrooms and office workspaces</li><li>• Assist with additional duties as assigned</li><li>• Serve as a substitute teacher when needed</li></ul>
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<p><b>Department Head Duties</b></p>	<ul style="list-style-type: none"> <li>• Observe lessons and provide teachers with direct feedback</li> <li>• Coach staff on instructional needs and ensure implementation and follow-up of professional development</li> <li>• Evaluate teacher year-end performance with ERW DH</li> <li>• Supervise and guide assistant teachers</li> <li>• Respond to issues of academic performance and behavior management of students, and attend parent meetings in a supportive role when necessary</li> <li>• Hold departmental meetings to build collaboration and disseminate information to the staff</li> <li>• Assist with the development and updates of any necessary communication between the school, the team and the students, parents, and/or community</li> <li>• Lead collaboration as a department and at grade levels</li> <li>• Plan and lead the ERW Week activities, delegating necessary work throughout the team</li> <li>• Conduct department orientation for new ES staff members with the ERW DH</li> <li>• Maintain notes/records for the successful operation of the department</li> <li>• Maintain an accurate inventory of materials and supplies necessary to effectively support instruction in the department</li> <li>• Communicate with the ERW DH and AA Director through meetings, emailing, and other methods of resources</li> <li>• Attend bi-monthly CIC leadership meetings (AC meeting)</li> <li>• Assist in coordinating grade level feedback for instructional materials/texts being considered for adoption.</li> <li>• Have a weekly meeting with the ERW DH and AA Director.</li> <li>• Work with the ERW DH and AA Director to ensure vertical curriculum alignment (G1-5)</li> <li>• Work with the ERW DH and AA Director to develop, maintain, implement, and assess instructional programs</li> <li>• Work with the ERW DH and AA Director to provide professional development ideas to the PD Director, support the implementation of PD provided by the school and encourage personal initiatives for learning and growth</li> <li>• Work with the ERW DH and AA Director to plan the department budget</li> <li>• Participate in the interview and hiring process of new staff</li> <li>• Adhere to the guidelines set by the ERW DH and the AA Director when managing tasks related to the ES department. This includes preparing orientations for teachers, preparing report cards, checking PowerSchool and Canvas, verifying unit plans and materials, and implementing the procedures for transferring students between Honor and Regular classes, among other responsibilities.</li> </ul>
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