



ERW Elementary Teacher Curriculum Integration Center

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	ERW Deputy Department Head	<i>Division</i>	Curriculum Integration Center (CIC)
<i>Job Title</i>	ERW Elementary Teacher	<i>Department</i>	ERW Department
<i>Approved By</i>	CIC Principal	<i>Section</i>	
<i>Revision No/Date</i>	Nov 17, 2018、 (Revised- Oct 2025)		
POSITION DESCRIPTION			
Job Purpose	Provide ELA instructional guidance in the Chinese Track to primary ESL students, 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.		
Education and Work Experience Requirements	<ul style="list-style-type: none">• At least a bachelor’s degree, preferably in elementary teaching or ESL.• Native English communication skills (spoken and written).• At least 2-year full-time ELA teaching experience in a regular school setting with good class management skills.• Eligible for a valid teaching license/certificate, TEFL, TESOL or CELTA certificate.• Evidence of current relevant professional development especially in ELA at the elementary grade levels.		
Professional Skills	<ul style="list-style-type: none">• Strong in the following instructional strategies for language learners:<ul style="list-style-type: none">Use visual aids.Use graphic organizers.Design ELL-friendly worksheets.Model class activities before start.Use cooperative learning.Provide background knowledge for reading.Allow sufficient response time.• Demonstrate strong positive commitment toward school improvement.• Demonstrate commitment to ELA/ESL education at elementary grade levels including innovations and best practices.• Develop and follow established ELA/ESL elementary course curriculum including designing units to support it.• Comfortable working in a school that integrates Chinese and American style educational philosophies.• Comfortable with computers for school related purposes including data management, Rubicon Atlas, email, and MS Office programs.• Fluent in both spoken and written English at a professional standard.		

	<ul style="list-style-type: none"> • Desire to actively engage in professional development opportunities as provided by the school or through individual initiative. • Flexible in adapting to a multi-cultural environment with school community members of many nationalities.
Job Duties	<ul style="list-style-type: none"> • Teach a minimum of 20 class periods per week. • Collaborate with grade level teachers on ERW Unit planning. • Work with elementary Chinese Track students as assigned for the school year. • 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 two) extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member. • Design authentic assessments and measure their effectiveness in meeting curricular goals. • Work on curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats using the Understanding by Design (UbD). • Positively collaborate with fellow CIC staff and Chinese Track staff. • Promote our "Expected School-wide Learning Results" (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character. • Actively fulfill assigned supervision duties, which could include supervising students during open computer lab times. • Able to work constructively with students who don't yet have English proficiency. • Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible. • 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. • Serve as a substitute teacher when needed. • Take an active role in required meetings (departmental; grade level; committees, faculty; etc.) • Maintain neat and orderly classrooms and office workspaces. • Assist with additional duties as assigned.
Successful SMIC Private School educators have ...	<ul style="list-style-type: none"> • Passion 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 bring enjoyment to the workplace. • Team spirit 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.



- **Strong work ethic** values that include ...
 - 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.
- **Responsible** outlook that includes ...
 - a sense of ownership and reliability in getting the job done correctly to the end.
 - ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed.

以上岗位职责被视为可作合理改变的必要工作职能。所有列出的工作要求包括高效工作所必需的知识、技能和能力。此职责说明不能被理解为关于岗位职责或要求的详细陈述。员工可能被上级要求，根据合理的改变，履行其他与工作相关的职责。

The above duties and responsibilities are considered essential job functions subject to reasonable change. All job requirements listed indicate the minimum level of knowledge, skills and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as a detailed statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related duties as requested by their supervisor, subject to reasonable change.

本人明白与理解以上关于本人岗位的职责和工作，此职位描述书生效时间为_____。

I have read and understood my duties and responsibilities of employment dated _____.

员工签字确认:
Signed by Employee

日期:
Date