



SMIC-I Music Teacher (MHS Focus)

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	<ol style="list-style-type: none"> 1. K-12 VAPA Dept. Head 2. SMIC-I MHS Vice Principal 3. SMIC-I MS Director 4. SMIC-I Principal 	<i>Division</i>	SMIC International Division
<i>Job Title</i>	SMIC-I MHS Music Teacher	<i>Department</i>	High School
<i>Approved By</i>	SMIC-Principal of International Division	<i>Section</i>	Visual & Performing Arts (VAPA) Department
<i>Revision No/Date</i>	Created December 29, 2016; Updated March 2026; Effective August 2026		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class middle high school division through providing instructional guidance in music 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.		
Successful SMIC Private School educators have ...	<ul style="list-style-type: none"> • <u>Passion</u> 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 brings enjoyment to the workplace • <u>Team spirit</u> 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 ○ committed to working in a team-based teaching environment where flexibility and collaboration are key • <u>Strong work ethic values</u> that include ... <ul style="list-style-type: none"> ○ 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 ○ serving as a strong positive role model for students at all times • <u>Responsible outlook</u> includes ... <ul style="list-style-type: none"> ○ a sense of ownership and reliability in getting the job done correctly to the end 		

- ability to work under pressure with deadlines yet also demonstrate flexibility with ease when needed

Teaching Assignment	Grade Level	Total Periods
MHS Music Class Sections	Grades 6-12 as assigned	20 periods/week

MHS Music Teacher Duties

- Teaches up to 20 class periods per week in a variety of formats and grade levels.
- Teaches music courses/mini courses to students in middle and high school.
- Help develop, maintain, and follow SMIC-I music curriculum including designing units to support it.
- Works on curriculum development, which includes preparing effective diverse lesson units based on the school’s curriculum formats using the Understanding by Design (UbD) and aligned to standards.
- Collaborate with grade level teachers, ES Music teachers and with VAPA Department teacher (s) to deliver a music curriculum that is both horizontally and vertically unified
- Collaborates with CT music teacher to ensure equity in shared spaces
- Prepare effective and diverse classroom lessons to implement the school’s music curriculum following the school’s accepted methods
- Differentiate lesson plans to meet the needs of both struggling and advanced students.
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Designs authentic assessments and measures their effectiveness in meeting curricular goals
- Helping maintain, organize, and care for the MHS music supplies and equipment including inventorying those items and keeping supplies current
- Direct and coordinate student performances at special events during the school year, including (but not limited to) the annual winter concert, the Spring Concert, Fantastical Night, Lunch performances, graduation and other school events.
- Maintains and updates timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents).
- Fulfills assigned supervision duties, which could include supervising study halls/hallways or other assigned spaces.
- Support SMIC school values including our ESLRs and motto, and serve as a role model to students in all actions, professionally and personally, to promote them
- Promoting in academic lessons our “Expected School-wide Learning Results” (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character
- Maintains and updates timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents)
- Fulfills assigned supervision duties, which could include supervising students during open computer lab times
- Work closely with students who exhibit near English proficiency
- Works closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible
- Proactively meets and communicates with parents/guardians, students and other teachers when necessary to develop interventions for students with academic, emotional/behavioral or other needs

Job Duties

General Teacher Duties

- Positively and productively collaborate with department and grade level teachers

	<ul style="list-style-type: none"> • 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 <i>SMIC Staff Handbook</i> • Closely follow the SMIC-I “Curriculum, Instruction, and Textbook Policy” as is appropriate for the Chinese context • Maintain and update timely student records including (class webpages, 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
<p>Organization and Communication Skills</p>	<ul style="list-style-type: none"> • 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 multi-cultural 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
<p>Research-based Best Practices Guiding SMIC-I Frameworks</p>	<ul style="list-style-type: none"> • <i>Mindset: The New Psychology of Success.</i> Carol S. Dweck. Random House. 2006 • <i>Understanding by Design,</i> Grant Wiggins & Jay McTighe. ASCD. 2005

