



上海市民办中芯学校国际部

Shanghai SMIC Private School International Division (SMIC-I)

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SMIC-I MHS PE/Health Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. SMIC-I PE Department Head 2. SMIC-I MHS Vice Principal 3. SMIC-I Middle School Director 4. SMIC-I K-12 Principal	<i>Division</i>	SMIC International Division
<i>Job Title</i>	K-12 PE/Health Teacher	<i>Department</i>	Middle/High School
<i>Approved By</i>	SMIC-I K-12 Principal	<i>Section</i>	PE Department
<i>Revision No/Date</i>	Created September 6, 2018; Updated June 2026; Effective August 2026		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC Private School through providing instructional guidance to students in SMIC-I MHS PE/Heath, while actively contributing to our students and school through roles expected of a holistic professional educator in a dynamic system dedicated to honor, excellence, community, and joy.		
Successful SMIC Private School educators have ...	• <u>Passion</u> about bringing quality education to students that includes ... ○ 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 ... ○ 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 ... ○ 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 ... ○ 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						
PE/Health Teacher Job Duties	<table><tr><th>Core Full-time Workload Assignment</th><th>Grade Level</th><th>Total Periods</th></tr><tr><td>MHS PE/Health Class Sections</td><td>Grades 6-12 as assigned</td><td>20 periods/week</td></tr></table>	Core Full-time Workload Assignment	Grade Level	Total Periods	MHS PE/Health Class Sections	Grades 6-12 as assigned	20 periods/week
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MHS PE/Health Class Sections	Grades 6-12 as assigned	20 periods/week					
	<u>MHS PE/Health Teacher Duties</u> • Work with students in grades 6 to 12 teaching PE/Health as assigned. Teaching assignment takes into consideration a teacher’s professional preferences where possible • Strong commitment to middle grades educational philosophy as supported by the Association for Middle Level Education (AMLE) • Carry out the ongoing development of the school’s MHS PE/health curriculum following the <i>Understanding by Design</i> (UbD) concepts • Prepare effective and diverse classroom lessons to implement the school’s MHS PE/Health curriculum following the school’s accepted methods • Collaborate with grade level teachers and ES PE teachers to deliver PE/Health curriculum that is both horizontally and vertically unified • Help direct and coordinate student athletic participation in projects for special events during the school year, including (but not limited to) Sports Day, and other school events • Develop and submit unit plans/lesson plans/ scope and sequence for the courses in accordance with the school expectations • Design authentic subject assessments and measure their effectiveness in meeting curricular goals • Differentiate lesson plans to meet the needs of both struggling and advanced students • Provide enhancement and enrichment for students who need specialized support • Develop and review assessments to ensure alignment with course standards and appropriate Depth of Knowledge (DOK) levels, for all exams and major assessments • Ensure that Canvas course pages are updated and include all required information, including an up-to-date assessment calendar, in accordance with school expectations • Ensure that PowerSchool is updated for grades every two weeks or as determined by the AA office • Ensure that the ATLAS is updated every quarter for all the information in accordance with the school expectations • Follow PE safety standards as outlined by the school and government including training students on those expectations • Helping maintain and care for the MHS PE/health supplies and equipment including inventorying those items • Collaborate with grade-level team to plan, teach, and assess interdisciplinary units • Comfortable working with advanced motivated students who have strong academic and athletic backgrounds • Coordinate with SSP advisors to identify and provide appropriate academic and behavioral support to students who are experiencing challenges or struggling to meet expectations • Communicate with families in a timely manner when students are struggling with academic or behavioral concerns • Support the work of grade-level initiatives including sponsored student clubs/activities • Collaborate with Chinese Track to ensure equity in shared spaces <u>General Teacher Duties</u> • Positively and productively collaborate with grade level and subject level teachers						

	• 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; committees, faculty; etc.) • Serve as a departmental substitute teacher including for ES elementary PE when needed • Assist with additional duties as assigned <u>Homeroom Teacher Duties</u> • Communicate and promote upcoming class, grade, and school events with both parents/families and students • Create a positive and collaborative relationship with homeroom parents • Report on each child’s behavioral and academic progress • In collaboration with the AA Director, SA Director and HS counselor, create and implement behavioral and academic plans for students in need • Communicate with parent(s)/guardian(s) directly about emergency safety and health issues involving his/her child’s needs, which could include calling and emailing after regular working hours • Making visits to families’ homes during times of extraordinary need, such as for extreme illness or family emergency • Teach and train students in safety, procedures, and character per school-wide expectations and initiatives • Implement and lead homeroom per school-wide expectations • Ensure that the homerooms are neat and tidy and are locked at the end of the day • Ensure that homeroom funds and supplies are accurately accounted for, maintained, and managed in accordance with school procedures
Organization and Communication Skills	• Demonstrates a strong positive commitment toward school improvement • Demonstrates commitment to education at the secondary grades’ level including innovations and best practices • Knowledgeable about the American-style education system and how secondary 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 the following chain of communications command • Fluent in both oral and written English at a professional standard
Research-based Best Practices Guiding SMIC-I Frameworks	• <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006 • <i>This We Believe: Keys to Educating Young Adolescents</i>. Association for Middle Level Education. 2010 • <i>Understanding by Design</i>. Grant Wiggins & Jay McTighe. ASCD. 2005
Education and Work Experience Requirements	• Bachelor's degree <u>required</u> in physical education at the secondary (preferred) or elementary level required but a bachelors' degree in a related field (i.e., health or sports medicine) is considered with a teaching license and 2 years of verifiable full-time PE/health teaching experience • Must possess a valid teaching license/certificate • At least 2 years full-time teaching PE/health in a regular middle/high school is preferred, but teaching experience in elementary school is considered • Evidence of relevant professional development especially in secondary education or PE/health instruction
Signatures	• I have been provided with a copy of this job description which I have reviewed. X Employee X Printed Name X Date • As the school's designated representative, I have reviewed this job description with the employee assigned to this role listed above. X Official School Designee X Printed Name X Date