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 High School Science Teacher

REPORTING STRUCTURE			
Job Family	Teacher	*Center*	School
Report To	1. SMIC-I HS Science Dept. Head 2. SMIC-I MHS Vice-Principal 3. SMIC-I Principal	*Division*	SMIC-International Division
Job Title	SMIC-I HS Science Teacher	*Department*	High School
Approved By	SMIC-I Principal	*Section*	Science Department
Revision No/Date	December 1, 2017; Revised August 2026; Effective September 2026		

POSITION DESCRIPTION	
Job Purpose	Contributes toward building a world-class SMIC-I HS through providing instructional guidance in science courses 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 …	• Passion 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
	• Team spirit 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
	• 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
	  ○ serving as a strong positive role model for students at all times

- Responsible outlook 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

Job Duties

Core Teaching Assignment	Grade Level	Number of Class Sections / Week	Total
HS Science Classes	Grades 9-12 as assigned	4 class sections / week (@ 5 classes / section)	20 periods
TOTAL NUMBER OF PERIODS / WEEK			**20 periods**

Science Teacher Duties

- Work with students in grades 9-12, as assigned for the school year; the assignment could include AP subjects, upon the agreement of the teacher; teaching assignments take into consideration a teacher's area of interest
- Work on science curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats using the Understanding by Design (UbD)
- Prepare effective and diverse classroom lessons to implement the school's math/science curriculum following the school's accepted methods
- Develop and submit unit plans/lesson plans/ scope and sequence for the courses in accordance with the school expectations
- Designs authentic science assessments and measures their effectiveness in meeting curricular goals
- Differentiate lesson plans to meet the needs of both struggling and advanced students
- Ensure that Canvas course pages are updated and include all required information, including an up-to-date assessment calendar, in accordance with school expectations
- 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 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
- Collaborate with grade-level team to plan and implement strategies for students of concern and to plan, teach, and assess interdisciplinary units if any
- Comfortable working with advanced motivated students who have strong academic 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
- Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) science competitions, STEM Carnival, and other school events
- Support the work of Science Department initiatives, including but not limited to supporting student clubs (such as Science National Honor Society), *Scientia* Journal, etc.
- Helping maintain and care for the HS science supplies and material including inventorying those items

- Helping care for assigned classrooms, science labs in cooperation with the science lab assistant
- Helping train and guide students to follow proper procedures, including for science lab safety

General Teacher Duties

- Positively and productively collaborate with grade level or department 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 *SMIC Staff Handbook*
- Closely follow the SMIC-I "Curriculum, Instruction, and Textbook Policy" as is appropriate for the Chinese context
- 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 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

Homeroom Teacher Duties

- 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 multicultural 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	• *Understanding by Design*, Grant Wiggins & Jay McTighe. ASCD. 2005 • *Mindset: The New Psychology of Success*. Carol S. Dweck. Random House. 2006
Education and Work Experience Requirements	• Bachelor's degree <u>required</u> in science education (i.e., secondary science), but a bachelors' degree in a related field (such as chemistry, biology, physics, etc.) is considered if held with a teaching license and 2 years of verifiable full-time teaching experience in secondary science • Possesses a current teaching license/certificate • At least two years of full-time teaching experience in a regular school • Evidence of current relevant professional development in secondary education or science
Signatures	• I have been provided with a copy of this job description which I have reviewed. X _____ X _____ Employee 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 _____ X _____ Official School Designee Printed Name X _____ Date