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 Director of Middle School

REPORTING STRUCTURE			
Job Family	School	*Center*	School
Report To	1. SMIC-I MHS Vice Principal 2. SMIC-I Principal	*Division*	Shanghai SMIC-International
Job Title	SMIC-I Director of Middle School	*Department*	MHS
Approved By	SMIC-I Principal	*Section*	MHS AA Office
Revision No/Date	Created April 2, 2019; Updated August 2026		

POSITION DESCRIPTION	
Job Purpose	Contributes toward building and leading a world-class middle school division through overseeing its daily operations including supervision oversight of middle school staff, helping develop and coordinate its educational offerings, and working to ensure that SMIC-I Expected School-wide Learning Results (ESLRs) are vibrant and meaningfully present 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	**<u>Educational Leadership, ESLRs, Long-range Planning, and Accreditation</u>** • Oversees the SMIC-I's Middle School (MS = grades 6-8) following the guidance of the SMIC-I Senior Director for Secondary • Provides the overall educational leadership for SMIC-I MS, including articulating the philosophical, instructional, and operational direction of and about the MS to all MS stakeholders to assure the school's vision and mission and expected school-wide learning results (ESLRs) are purposefully implemented with fidelity • Assures that MS operates as a cohesive grades 6 to 8 system that integrates with the ES and HS, utilizing both vertical and horizon alignment of all MS systems to ensure the student transition from one grade level to the next and from the ES to MS to HS divisions is smooth and carefully planned, articulated, and implemented • Assures regular processes are followed to review and update articulated curricula and Rubicon Atlas for all MS subjects and courses taught • Demonstrates solid knowledge of instructional planning and best practices and implementation for students at the middle school level • Assures that the MS focus is on continuous improvement based on collection and analysis of data relating to MS operation and academic achievement • Helps lead the implementation of MS long-range planning, in coordination with the Senior Director of Secondary, following SMIC-I long-range planning, and helps assure that the school's grades 6 to 8 long-range plan is carried out in MS operations • Along with the SMIC-I senior leadership, helps re-evaluate MS organizational efficiency to include ○ Proposals of restructuring of MS positions and actively advocating the creation of new positions to positively affect MS operations based on needs analysis • Supports all Shanghai SMIC-I WASC accreditation processes about MS operations, which includes (but is not limited to) the following: ○ Annual reporting ○ Shanghai SMIC-I 3-Year Plan annual updates ○ WASC Team Visits [reaccreditation, mid-cycle, special, and substantive change(s)] ○ *WASC SMIC-I Focus on Learning Self Study* reviews ○ Internal school reviews **<u>Staff Supervision, Evaluation, & Training</u>** • Defines the responsibilities and accountability of MS staff members to carry out their assigned roles • Creates and monitors professional growth plans (PGPs). ○ When needed, creates and monitors PGPs for MS teachers, staff, and substitutes ○ Monitors PGP implementation and progress for all MS staff on a PGP • Assures that MS grade level leaders follow their assigned supervision and performance assessment evaluation schedules • Assures that the probation evaluation process is followed for all new MS employees following the organization and guidance of the International K-12 Vice Principal • Working with the MHS leadership team, assists with evaluations and observations of MS staff as part of the performance assessment administrative team • Helps assure the regular review and quality of lesson /unit plans of new MS teachers • Helps assure the regular review and evaluation of teacher's classroom management and teaching skills appropriate for the middle school-level • Trains and guides MS Grade Level Leaders ○ Meets weekly with grade-level leaders to discuss progress, plan, and discuss issues ○ Trains MS grade level leaders to monitor Atlas and lesson/unit plans for their assigned grade levels • Helps assure the annual SMIC-I MS staff ranking process is implemented and carried out per SMIC-I policies and procedures

Staff Recruitment

- Helps design, along with the MHS Core Hiring Team, the MS staff recruitment plan
- Interviews SMIC-I MS job candidates: teachers, support staff, substitute teachers, and other secondary staff as assigned
- Actively participates in domestic and international job fairs (to also include iFairs) as needed
- Assures, under the guidance of the Senior Director for Secondary, that new and returning MS staff receive mentoring, training, and professional support to carry out their jobs

Professional Collaboration

- Serves as a unifying link between the MS and other parts of the Shanghai SMIC-I campus and with the Shanghai SMIC campus as a whole
    - Helps assure the smooth communication processes between Shanghai SMIC-I MS and relevant departmental leadership in other parts of the Shanghai SMIC campus and systems-wide channels so all groups to both give and receive information about school processes, procedures, events, concerns, etc.
    - Helps design and implement culturally sensitive school processes and communication, especially in addressing specific differences related to culture
    - Helps train school staff and students receive training on how to work effectively with differences between cultures
- Works with SMIC-I MS parents/families/students to address individual student needs and address areas of family concern
- Alerts the assigned middle school counselor when a student is on academic probation, and follows through to assure that counselor receives all the information necessary when the counselor calls a meeting of the student's student support team (SST)
- Helps facilitate the professional growth of the MS staff and enhances the quality of the instructional program in collaboration with the Senior Director of Secondary and the Director of Community Relations/Professional Development
- Works with Chinese Track, CIC, and other SMIC-I administrators and other colleagues to coordinate MS and assigned school-wide events/issues/actions
- Assures, through coordination with the Senior Director of Secondary, SMIC-I MS staff, and General Administration (GA) Department that the SMIC-I MS has sufficient materials, equipment, and resources expected of a world-class international-style middle school that are provided in a timely manner,
    - Assure that MS staff follow school-required record-keeping policies and procedures as trained when ordering, maintaining, and inventorying materials, equipment, and resources
- Collaborates with the PTA regarding SMIC-I MS operations, hearing parent concerns, and helping facilitate suggestions agreed upon with the SMIC-I MHS administrators
- Encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.

Committee Membership & Other Meetings

- Co-chairs MS Leadership Council meetings (weekly) [with the Senior Director of Secondary Chairing]
- Ex-officio member of the HS Academic Council (weekly)
- Member of the Central Administrative Team (CAT) meetings (weekly)
- Member of the MHS Leadership Team
- Attends the Shanghai SMIC Principals' Meeting (as needed)
- Member of the SMIC-I core hiring team (as needed)
- PTA/SMIC-I School Leadership Meeting (upon request 2-3 times per semester)
- Organizes under the guidance of the Senior Director for Secondary the MS parent and student orientation meetings
- Ad hoc committees created to address temporary special purpose issues (as needed)
- Meets with the SMIC-I Senior Director of Secondary (weekly)
- Meets with International Superintendent and/or International K-12 Vice Principal as required

- Meets with the Chinese Track MHS Principal/Headmaster or Designee (as needed)
- Follows formal lines of communication as established in the school's organizational chart and policies

Other Duties

- Helps ensure, under the direction of the Senior Director of Secondary, that the Shanghai SMIC-I MS is compatible with legal, financial, and organizational structures of the school, school system, company system, local and national legal entities, as well as meeting accepted international standards
    - Helps assure under the guidance of SMIC-I senior administrators that all MS assigned staff are trained on these laws, policies, and procedures, as affects their job performance
- Helps ensure, under the guidance of the SMIC-I Senior Director of Secondary that grades 6 to 8 operations meet high safety standards for all students and staff
- Provides guidance to SMIC-I teaching staff about appropriate adolescent student development and effective application of research-based academic and behavior management strategies and techniques
- Follows the SMIC Code of Ethics and school policies as outlined in the most current version of the *SMIC Staff Handbook*
- Closely follows the SMIC-I "Curriculum, Instruction, and Textbook Policy" as is appropriate for the Chinese context
- Helps create, under the guidance of the SMIC-I Senior Director of Secondary the *SMIC-I MS Course of Study* book and the MS master course schedule
    - Under the guidance of the Senior Director of Secondary, work with MS grade level leaders and MS teaching staff to plan courses for the academic year ahead
    - Publish a *SMIC-I MS Course of Study* book annually to distribute to students and staff
    - Lead the process to create the MS master course schedule for the next academic year
- Work with Advisory Teachers
    - Assign teachers to advisory classes
    - Train advisory teachers in their role expectations
    - Annually update the *SMIC-I Advisory Handbook*
- Helps annually review the school's academic, staff, and student policies, especially concerning the operation of the MS including assuring coordination of the implementation of policies within the Shanghai SMIC-I MS, and that also follow the SMIC system-wide policies
- Assures, under the guidance and collaboration of the SMIC-I Senior Director of Secondary, the implementation of the annual MS budget, including its training, proposal, review, submission, and implementation processes per SMIC-I procedure
- Stays current with educational issues and maintain communications with neighboring international schools, especially concerning middle school instruction and operation
- Fulfills own student supervision duties as assigned
- Assures that MS staff follow their assigned duty schedule
- Completes other job duties as assigned

Direct Reports

- MS Grade Level Leaders
- MHS Senior Academic Affairs Assistant (with supervisory input from the Senior Director of Secondary)
- MHS Academic Affairs Assistant (with supervisory input from the Senior Director of Secondary)

Organization and Communication Skills	• Thorough knowledge and practice of educational administration in leadership and middle school best practices (grades 6 to 8) • Demonstrates a strong positive commitment toward school improvement • Knowledgeable about the K-12 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 especially in a Chinese private school context • 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 highly professional standard
Research-based Best Practices Guiding SMIC-I Frameworks	• *Good to Great.* Grant, Jim. Harper Business. 2001. • *Hiring for Attitude.* Murphy, Mark. McGraw Hill. 2012. • *Mindset: The New Psychology of Success*. Carol S. Dweck. Random House. 2006 • *Positive Discipline.* Nelson, J. Ballantine Books. 2006 • *This We Believe: Keys to Educating Young Adolescents*. Association for Middle Level Education. National Middle School Association. 2010 • *Understanding by Design*, Grant Wiggins & Jay McTighe. ASCD. 2005
Education and Work Experience Requirements	• Master's degree at a minimum required in educational administration • A bachelor's and/or master's degree in teaching secondary education required • Possesses a valid teaching license/certificates and educational administration license/certificate • Have 7 years of full-time educator experience: at least 3-years of full-time teaching experience at the middle school level strongly preferred • At least 3 years of professional international education experience required, with at least 2 of those years at in school leadership in China strongly preferred
Signatures	• I have been provided 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