SMIC-I MS Science Teacher

REPORTING STRUCTURE			
Job Family	School	*Center*	School
Report To	1. SMIC-I Grade Level Lead 2. SMIC-I Middle School Director 3. SMIC-I MHS Vice Principal 4. SMIC-I K-12 Principal	*Division*	SMIC International Division
Job Title	SMIC-I MS Science Teacher	*Department*	Middle School
Approved By	SMIC-I K-12 Principal	*Section*	Assigned Grade Level Team
Revision No/Date	Created January 3, 2018; Updated February 17, 2022; Effective August 2026		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC-I Middle School through providing instructional guidance to students in MS 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 Full-time Workload Assignment	Grade Level	Number of Class Sections / Week	Total
MS Science Classes	Grades 6-8 as assigned	4 class sections / week (@ 5 classes/section)	20 periods
TOTAL NUMBER OF PERIODS / WEEK			**20 periods**

MS Science Teacher Duties

- Work with students in grades 6-8, as assigned for the school year; teaching assignments take into consideration a teacher's area of interest
- 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 MS Science curriculum following the *Understanding by Design* (UbD) concepts
- 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
- 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
- Helping to maintain and care for the MS Science supplies and equipment, including inventorying those items
- Helping to care for assigned classrooms
- Helping train and guide students to follow proper safety procedures
- Collaborate with grade-level team to plan, teach, and assess interdisciplinary units
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Support the work of grade-level and Science Department initiatives, including sponsored student clubs/activities

	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 (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 • 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 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, MS counselor, and the Grade Level Leader, 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 meetings • 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 Microsoft 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	• *Mindset: The New Psychology of Success*. Carol S. Dweck. Random House. 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	• Bachelor's degree is <u>required</u> in a science education-related field (i.e., secondary science), but a bachelors' degree in a related field (such as science, physics, biology) is considered if held with a teaching license and 2 years of verifiable full-time teaching experience • Currently possesses a valid teaching license/certificate in secondary science • At least 2 years of full-time science teaching experience in a regular secondary school setting, preferably at the middle school level • Evidence of current relevant professional development, especially 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