



# 北京市中芯学校 Beijing SMIC Private School

中国北京经济技术开发区凉水河二街 9 号 邮编 100176

No.9 Liang Shui He 2<sup>nd</sup> Street, Beijing Economic-Technological Development Area, Beijing 100176, China

**Web:** www.bjsmicschool.com **Tel:** (+86 10) 6785 3030 **Fax:** (+86 10) 5802 6784

## English Track Elementary School Grade 1-5

3.1 REPORTING STRUCTURE			
<b>1 Job Family</b>	School	<b>2 Center</b>	School
<b>3 Report To</b>	Academic Affairs Director	<b>4 Division</b>	Elementary School
<b>5 Job Title</b>	Elementary School Grades 1-5 Teacher	<b>6 Department</b>	English Track
<b>7 Approved By</b>	Principal	<b>8 Section</b>	
<b>9 Revision No/Date</b>	March 2016		
3.2 POSITION DESCRIPTION			
<b>3.2.1 Job Purpose</b>	Provide instructional guidance in the Elementary school Grades 1-5 in Reading and Language arts, Math. Science and Social Studies, 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.		
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>• Teach a minimum of 20 periods per week</li> <li>• Work with students in your assigned grade with all students in your class</li> <li>• Prepare effective, multisensory, and engaging lesson and units based on the school's curriculum formats while differentiating instruction to meet all students' needs.</li> <li>• Collaborate with grade level teachers</li> <li>• Design and implement measurable and authentic assessments and measure their effectiveness in meeting curricular goals</li> <li>• Promote our school values of Excellence, Honor, Community and Joy</li> <li>• Maintain and update timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents)</li> <li>• Be actively involved in extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member</li> <li>• Actively fulfill assigned supervision duties</li> <li>• Communicate efficiently and regularly with parents/guardians through providing feedback on progress, answering questions, and being an educational partner when possible</li> <li>• 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</li> <li>• Serve as a substitute teacher when needed</li> <li>• Take an active role in required meetings (departmental; grade level; committees, faculty; etc.)</li> <li>• Assist with additional duties as assigned</li> </ul>		



# 北京市中芯学校 Beijing SMIC Private School

中国北京经济技术开发区凉水河二街 9 号 邮编 100176

No.9 Liang Shui He 2<sup>nd</sup> Street, Beijing Economic-Technological Development Area, Beijing 100176, China

**Web:** www.bjsmicschool.com **Tel:** (+86 10) 6785 3030 **Fax:** (+86 10) 5802 6784

<p><b>Professional Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate strong positive commitment toward school improvement</li> <li>• Demonstrate commitment to integrated education at the elementary level including innovations and best practices</li> <li>• Develop and follow the established elementary language arts' curriculum including designing units to support it</li> <li>• Knowledgeable about the American-style elementary education system and how primary level classroom instruction integrates into it</li> <li>• Comfortable working in a school that integrates Chinese and American style educational philosophies</li> <li>• Comfortable with using multiple forms of technology for school related purposes as well as instruction, including but not limited to, data management, Rubicon Atlas, email, and MS Office programs</li> <li>• Fluent in both oral and written English at a professional standard</li> <li>• Desire to actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Flexible in adapting to a multi-cultural environment with school community members of many nationalities</li> </ul>
<p><b>Education and Work Experience Requirements</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree <u>required</u> in Elementary Education but a BA in a related field (English, Early childhood, curriculum) is also considered</li> <li>• Eligible or willing to pursue a valid teaching license/certificate</li> <li>• At least 3 years teaching experience in an educational setting preferred</li> <li>• Evidence of current relevant professional development preferred</li> </ul>
<p><b>Successful SMIC Private School educators value ...</b></p>	<ul style="list-style-type: none"> <li>• <u>Excellence</u> that include ...             <ul style="list-style-type: none"> <li>○ high standards of quality</li> <li>○ effective organizational skills</li> <li>○ being self-directed</li> <li>○ ability to multitask</li> <li>○ comfort with big picture concepts while being detail-oriented when implementing school plans</li> </ul> </li> <li>• <u>Honor</u> that includes ...             <ul style="list-style-type: none"> <li>○ showing integrity by showing the same effort, self-restraint, and compassion when alone or with only students that you show before parents and peers</li> <li>○ a sense of ownership and reliability in getting the job done correctly to the end</li> <li>○ encouraging peers and students to seek recognition for their group and school by pursuing and demonstrating excellence with sportsmanlike honesty and graciousness.</li> </ul> </li> <li>• <u>Community</u>, and demonstrate that with...             <ul style="list-style-type: none"> <li>○ a can-do attitude</li> <li>○ respect for genuine joyful collaboration</li> <li>○ dedication to positive and supportive interpersonal relationship skills</li> <li>○ willingness to take initiative</li> <li>○ desire for transparency</li> <li>○ ability to take direction easily when needed</li> <li>○ willingness to make personal sacrifices for the greater school-wide good</li> </ul> </li> <li>• <u>Joy</u> about bringing quality education to students that includes ...             <ul style="list-style-type: none"> <li>○ love for education</li> <li>○ consistently operating with a commitment to positivity, excitement and creative problem-solving</li> <li>○ respect for working in a multicultural environment where multiple work styles are valued and celebrated</li> <li>○ being a caring contributor who brings enjoyment to the workplace</li> </ul> </li> </ul>