



## Hangzhou International School Job Description

**TITLE:** Classroom Teacher

**QUALIFICATIONS:** Teachers must be fully credentialed or certified for their respective assignments in their native country and must maintain both teaching excellence and credentials throughout employment. Five or more years of exemplary classroom teaching in an IB World School with IB training is the preferred qualification.

**JOB GOAL:** All the students, teachers in the HIS Community are the school's most valuable resource. Faculty members are recruited and offered on-going employment based upon continued exemplary teaching performance, commitment to IB curriculum development and evidence of strong student learning.

**SUPERVISED & REPORTS TO:** Division Principal

**PERFORMANCE RESPONSIBILITIES:**

- Provide day-to-day instructional excellence to each student based upon the General Learning Targets (GLTs) and the published IB curriculum.
- Prepare written unit plans, and establish clear instructional objectives based on GLTs and the curriculum standards. These shall be based on the curriculum, making use of core teaching resources and supplementary materials, and should be available for the Principal to review upon request.
- Provide constructive feedback and ideas for the improvement of student learning in the school.
- Actively support and promote the school's philosophy, mission, and goals.
- Work cooperatively with fellow-staff members and administrators in curriculum design, assessment and implementation as it pertains to specific grade levels and programs.
- Communicate frequently with parents regarding the progress of their children.
- Communicate frequently with students regarding their progress in class.
- Assist fellow teachers and administrators in planning for school growth and the maintenance of excellence.
- Attend meetings and professional development activities as assigned or recommended.
- Utilize standardized testing and other assessment data to deliver appropriate GLT-based instruction to each student.
- Assess and analyze student progress to inform instruction and design interventions to promote students' progress toward standards.
- Make provision for the additional needs of language learners, including a commitment to improvement and use of ESL in the mainstream strategies.
- Show comprehensive individual care and support for students.
- Support and promote learning styles that cater to individual differences, and differentiate instruction and assessment so as to provide high levels of challenge, and active engagement in rigorous, relevant, and significant learning.
- Participate in school sponsored events & activities.
- Contribute to afterschool activities program on a regular basis.
- Attend staff and team meetings, teacher workdays and serve on staff committees as needed.
- Take all necessary precautions to protect, maintain and return all equipment and materials.
- Make provision for being available to students and parents for education-related purposes beyond the school day when required or requested to do so.
- Perform additional duties as assigned by the Principal.

This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or HIS to only the responsibilities identified. It is the expectation of HIS that each employee will offer his/her services wherever and whenever necessary to ensure the success of our mission.

**TERMS OF EMPLOYMENT:** To be offered employment, faculty members must indicate a willingness to commit to two years of excellent service to our students in their initial assignment. Salary and work year to be established by the Board in accordance with local Chinese law and school policy.

**EVALUATION:** Building Principal or his/her designee