



Shanghai Community International School

Job Description

TITLE: Lower School Homeroom Teacher, Hongqiao Main Campus

POSITION SUMMARY: The Hongqiao Lower school is looking for a passionate educator, who is aligned to the school's values and mission. A teacher who has inquiry-based mindset and fosters a learning environment that supports learners as active thinkers and inquirers.

QUALIFICATIONS:

- Three or more years of teaching experience.
- Bachelors degree or other credentials in the education field pertaining to position.
- Fluency in English in the domains of reading, writing, speaking and listening.
- International mindedness.

PREFERRED QUALIFICATIONS:

- At least two years of teaching experience in the IBPYP homeroom classroom..
- Masters degree in related education field

REPORTS TO / EVALUATED BY: Lower School Principal

SUPERVISES: N/A

MAJOR RESPONSIBILITIES AND DUTIES:

- Provide day-to-day instructional excellence to each student.
- Prepare written daily lesson plans and unit plans, and establish clear instructional objectives. 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 activity as assigned or recommended.
- Utilize standardized testing and other assessment data to deliver appropriate instruction to each student.
- Make instructional considerations for students developing English proficiency, differentiate and scaffold for students' individual differences.
- Actively participate in school sponsored events & activities.
- Contribute to after school activities program on a regular basis.
- Attend staff 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.

SCIS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.