



## SMIC-I HS AP Economics / Business Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. SMIC-I HS Social Studies Department Head 2. SMIC-I HS Senior Director	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I HS AP Economics / Business Teacher	<i>Department</i>	High School
<i>Approved By</i>	International K-12 Principal	<i>Section</i>	HS Social Studies
<i>Revision No/Date</i>	Created December 22, 2020; Effective August 2021		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building a world class SMIC-I HS through providing instructional guidance in business, 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>Successful SMIC Private School educators have ...</b>	<ul style="list-style-type: none"> <li>• <u>Passion</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 bring enjoyment to the workplace</li> </ul> </li> <li>• <u>Team spirit</u> commitment that includes ...               <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> <li>○ committed to working in a team based teaching environment where flexibility and collaboration are key</li> </ul> </li> <li>• <u>Strong work ethic values</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> <li>○ serving as a strong positive role model for students at all times</li> </ul> </li> <li>• <u>Responsible outlook</u> that includes ...               <ul style="list-style-type: none"> <li>○ a sense of ownership and reliability in getting the job done correctly to the end</li> <li>○ ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed</li> </ul> </li> </ul>		

Work Assignment	Grade Level	Number of Classes per Week	Total
4 HS AP Economics and Business classes	Grades 9 to 12 as assigned	5 classes / week	20 teaching periods
<b>TOTAL NUMBER OF TEACHING PERIODS / WEEK</b>			<b>20 periods</b>

**AP Economics/Business Teacher Duties**

- Work with students in grades 9-12, as assigned for the school year; teaching assignments take into consideration a teacher’s area of interest and school need
- Work on developing and implementing business curriculum, which includes preparing effective diverse lesson units based on the school’s curriculum formats using the Understanding by Design (UbD)
- Develop lessons and units according to the academic department’s guidance
- Design authentic course assessments and measures their effectiveness in meeting curricular goals
- Differentiate lesson plans to meet the needs of both struggling and advanced students.
- Comfortable working with advanced motivated students who have strong social studies backgrounds
- Support the work of social studies department initiatives and sponsored student clubs/events

**Job Duties**

**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
- Maintain and update timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents)
- Be actively involved in (at least two) extra-curricular activities 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



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### Organization and Communication skills

- Demonstrate strong positive commitment toward school improvement
- Comfortable working in a school that integrates Chinese and American style educational philosophies
- Knowledgeable about the American-style secondary education system and how high school level classroom instruction integrates into it
- Demonstrates commitment to education at all assigned grades' level including innovations and best practices
- Able to complement established course curriculum regarding character education to buoy student learning and well-being; including assisting teachers in designing units to support student-centered social and emotional learning needs (as a means of being a resource)
- Patient in working with members of the school community calmly and positively in tense high pressure situations including following chain of communications command
- Actively engage in professional development opportunities as provided by the school or through individual initiative
- Comfortable with computers for school related purposes including data management, Tencent Meeting, DiskStation, WeChat, Finalsite (our website), Rubicon Atlas, PowerSchool, email, and MS Office programs
- Fluent in both oral and written English at a professional standard
- Knowledge of Mandarin is a plus but not required
- Flexible and culturally sensitive in adapting to a multi-cultural environment with school community members (students, staff, and families) of diverse nationalities
- Positively and proactively communicate with parents/families and students
- Work effectively with students who exhibit near English proficiency

<b>Research-based Best Practices Guiding SMIC-I Instructional Frameworks</b>	<ul style="list-style-type: none"> <li>• <i>Understanding by Design</i>, Grant Wiggins &amp; Jay McTighe. ASCD. 2005</li> <li>• <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006</li> </ul>
<b>Education and Work Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree required in education-related field (i.e., social studies or business) but a bachelors’ degree in a related field (such as economics, business, or history) is considered if held along with a teaching license and 2 years of verifiable full-time teaching experience.</li> <li>• Possesses a current teaching license/certificate</li> <li>• At least two years of full time teaching experience in a regular school</li> <li>• Evidence of current relevant professional development in secondary education</li> </ul>
<b>Signatures</b>	<ul style="list-style-type: none"> <li>• As the employee, I have reviewed this job description with my direct supervisor and have been provided a copy of this job description.</li> </ul> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Employee <span style="float: right;">Printed Name</span></p> <p style="text-align: center;"> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Date</p> <ul style="list-style-type: none"> <li>• As this staff member’s direct supervisor, I have reviewed this job description with the employee assigned to this role as listed above.</li> </ul> <p style="text-align: center;"> <span style="font-size: 2em; margin-right: 100px;">X</span> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Direct Supervisor <span style="float: right;">Printed Name</span></p> <p style="text-align: center;"> <span style="font-size: 2em;">X</span> </p> <hr/> <p>Date</p>