



Spanish and French Teacher Curriculum Integration Center

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	Humanities Department Head	<i>Division</i>	Curriculum Integration Center (CIC)
<i>Job Title</i>	Spanish and French Teacher	<i>Department</i>	Humanities Department
<i>Approved By</i>	CIC Principal	<i>Section</i>	World Languages
<i>Revision No/Date</i>	Dec 6, 2021		
POSITION DESCRIPTION			
Job Purpose	Provide Spanish and French instructional guidance 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.		
Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor's degree in Teaching <u>Spanish and /or French</u> as a Foreign Language • Native speaker with communication skills in the other language (spoken and written) • At least two-year teaching experience in a school setting with good class management skills • Eligible for a valid teaching license/certificate 		
Professional Skills	<ul style="list-style-type: none"> • Be aware and familiar with different instructional strategies for language learners (eg. differentiated instructions, integrated technology, understanding by design, project based learning, cooperative learning, etc) • Demonstrate strong positive commitment toward school • Demonstrate commitment to foreign language education including innovations and best practices • Develop and follow established Spanish/French course curriculum including designing units to support it • Comfortable working in a school that integrates Chinese and American style educational philosophies • Comfortable with computers for school related purposes including data management, Rubicon Atlas, email, and MS Office programs • Fluent in both spoken and written English at a professional standard • Desire to actively engage in professional development opportunities as provided by the school or through individual initiative • Flexible in adapting to a multi-cultural environment with school community members of many nationalities 		

<p>Job Duties</p>	<ul style="list-style-type: none"> • Teach a minimum of 20 class periods per week • Collaborate with level/subject teachers on Unit planning • Work on curriculum development, which includes preparing effective diverse lesson units based on the school’s curriculum formats using the Understanding by Design (UbD) • Design authentic assessments and measure their effectiveness in meeting curricular goals • Promote our “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 supervising students during open computer lab times • Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible • 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 (departmental; grade level; committees, faculty; etc.) • Maintain neat and orderly classrooms and office workspaces • Assist with additional duties as assigned
<p>Successful SMIC Private School educators have ...</p>	<ul style="list-style-type: none"> • Passion about bringing quality education to students that includes ... <ul style="list-style-type: none"> ○ 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 bring enjoyment to the workplace • Team spirit commitment that includes ... <ul style="list-style-type: none"> ○ 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 • Strong work ethic values that include ... <ul style="list-style-type: none"> ○ 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 • Responsible outlook that includes ... <ul style="list-style-type: none"> ○ a sense of ownership and reliability in getting the job done correctly to the end ○ ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed

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The above duties and responsibilities are considered essential job functions subject to reasonable change. All job requirements listed indicate the minimum level of knowledge, skills and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as a detailed statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related duties as requested by their supervisor, subject to reasonable change.

本人明白与理解以上关于本人岗位的职责和工作, 此职位描述书生效时间为_____.

I have read and understood my duties and responsibilities of employment dated _____.

员工签字确认:

Signed by Employee

日期:

Date