



SMIC-I HS English Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. HS English Department Head 2. SMIC-I Senior Director for Secondary	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I HS English Teacher	<i>Department</i>	High School
<i>Approved By</i>	International K-12 Superintendent	<i>Section</i>	HS English Department
<i>Revision No/Date</i>	Created April 9, 2018; Revised December 10, 2021; Effective August 2021		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC-I HS division through providing instructional guidance in English, 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.		
Successful SMIC Private School educators have ...	<ul style="list-style-type: none"> • <u>Passion</u> 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 brings enjoyment to the workplace • <u>Team spirit</u> 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 ○ committed to working in a team-based teaching environment where flexibility and collaboration are key • <u>Strong work ethic values</u> 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 ○ serving as a strong positive role model for students at all times • <u>Responsible outlook</u> 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 demonstrate flexibility with ease when needed 		

Teaching Assignment	Grade Level	Number of Class Sections / Week	Total
SMIC-International (SMIC-I) HS English Classes	Grades 9-12 as assigned	4 class sections / week (@ 5 classes / section)	20 periods
TOTAL NUMBER OF TEACHING PERIODS / WEEK			20 periods

Job Duties

SMIC-I HS English Teacher Duties

- Work with students in grades 9-12, as assigned for the school year; the assignment could include AP subjects upon the agreement of the teacher; teaching assignments take into consideration a teacher’s area of interest
- Carry out the ongoing development of the school’s HS English curriculum following the *Understanding by Design* (Ubd) concepts
- Prepare effective and diverse classroom lessons to implement the school’s social studies’ curriculum following the school’s accepted methods
- Design authentic subject assessments and measure their effectiveness in meeting curricular goals
- Differentiate lesson plans to meet the needs of both struggling and advanced students.
- Collaborate with grade-level team to plan, teach, and assess interdisciplinary units
- Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) Humanities Symposium, and other school events
- Helping maintain and care for the HS English supplies and material including inventorying those items
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Support the work of English Department initiatives including supporting humanities-related student clubs such as Journalism, Creative Writing, etc.

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
- Follow the SMIC Code of Ethics and school policies as outlined in the most current version of the *SMIC Staff Handbook*
- Closely follow the SMIC-I “Curriculum, Instruction, and Textbook Policy” as is appropriate for the Chinese context
- 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 40 hours of administrator approved extra-curricular activities a year as a faculty sponsor/advisor/coach/helper/school committee member
- Create an engaging and organized learning space (classroom) for students
- 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; grade level; committees, faculty; etc.)
- Serve as a departmental substitute teacher when needed
- Assist with additional duties as assigned

<p>Organization and Communication Skills</p>	<ul style="list-style-type: none"> • Demonstrates a strong positive commitment toward school improvement • Demonstrates commitment to education at the secondary grades’ level including innovations and best practices • Knowledgeable about the American-style education system and how secondary school level instruction integrates into it • Comfortable working in a school that integrates Chinese- and American-style educational philosophies • Comfortable with computers for school-related purposes including PowerSchool, Rubicon Atlas, Canva, email, and MS Office programs • Desires to actively engage in professional development opportunities as provided by the school or through individual initiative • Flexible and culturally sensitive in adapting to a multi-cultural environment with school community members (students, staff, and families) of many nationalities • Strong understanding of working with students, parents/guardians, and staff from diverse cultural backgrounds • Positively and proactively communicate with parents/families and students • Works effectively with students who exhibit near English proficiency • Patient in working with members of the school community calmly and positively in tense, high-pressure situations including the following chain of communications command • Fluent in both oral and written English at a professional standard
<p>Research-based Best Practices Guiding SMIC-I Frameworks</p>	<ul style="list-style-type: none"> • <i>Understanding by Design</i>, Grant Wiggins & Jay McTighe. ASCD. 2005 • <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006
<p>Education and Work Experience Requirements</p>	<ul style="list-style-type: none"> • Bachelor’s degree <u>required</u> in an English education-related field (i.e., secondary English) but bachelors’ degrees in related fields (such as journalism, and writing) along with a teaching license is considered with at least 2 years prior full-time teaching experience in a regular secondary school • Currently possess a current teaching license/certificate • At least 2 years related full-time English teaching experience in a regular secondary school setting • Evidence of current relevant professional development especially in secondary education or English education

- I have been provided a copy of this job description which I have reviewed.

X

X

Employee

Printed Name

X

Date

Signatures

- As the school's designated representative, I have reviewed this job description with the employee assigned to this role listed above.

X

X

Official School Designee

Printed Name

X

Date