

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** Chinese Language Instructional Coach, Cross-Campus  
**SCALE:** Chinese Teacher Salary Scale  
**CONTRACT DAYS:** Up to 191 days

**POSITION SUMMARY:** The Chinese Language Instructional Coach will provide support and feedback to teachers as we work towards the PK to G12 Pathway.

**SUPERVISED, EVALUATED BY AND REPORTS TO:**  
Associate Directors of Chinese Programs

### **PREFERRED QUALIFICATIONS:**

Master's degree in education or related field  
Experience with effective pedagogies in teaching Chinese (Chinese Language and Literature, Chinese as Additional Language)  
Experience as a Chinese teacher at different grade levels  
Experience with standards-based curricular writing  
Experience leading teams in Professional Learning Communities  
In depth knowledge of CNC Standards, ACTFL Proficiency Benchmarks, IB Framework, Common Core Standards, and its application in Chinese OPI certification

### **SKILLS, COMPETENCIES, & PERFORMANCE RESPONSIBILITIES:**

Working with Adult Learners

- Develop trusting relationships where participants feel safe and motivated to take risks, learn and share
- Develop and facilitate a professional learning environment that is grounded in student learning
- Accept and act on constructive feedback to model an open mind and improve practice
- Demonstrate excellence in effective instructional coaching strategies
- Demonstrate and support reflective practice

Collaborative Work

- Develop a collaborative culture (working agreements, meeting structures, protocols, etc.)
- Foster mutual responsibility among group members
- Encourage collegial action research and inquiry
- Demonstrate high levels of emotional intelligence
- Support the PK to G12 curricular development, e.g., horizontal, and vertical alignment, curriculum review

Communication

- Use effective communication strategies to bring clarity and allow participants to accomplish tasks
- Give feedback honestly, openly, and constructively
- Lead data driven dialogue to develop common understandings and inform action

Knowledge of Content and Pedagogy

- Ensure the alignment of the curriculum standards and expectations from PK-12
- Support teachers to develop in-depth understanding of the SAS adopted standards and practices
- Support teachers to develop standards-based assessments, evaluate multiple sources of data, and differentiate to meet all students' learning needs
- Demonstrate excellence in instructional contexts through a repertoire of current effective instructional strategies
- Provide leadership and instructional coaching in the areas of interdisciplinary and inquiry-based learning, unit design (based on UbD), and other SAS instructional frameworks and strategies
- Assist collaborative teams in the identification, evaluation, and use of appropriate resources including instructional technologies to transform student learning

Systems Thinking

- Recognize the work of the instructional coach in the context of a larger system • Create and implement plans to meet system goals and sustainability
- Actively support implementation of school, campus, and divisional strategic and improvement plans including leadership in specific area of specialty

#### **ADDITIONAL PERFORMANCE RESPONSIBILITIES:**

- Work collaboratively with teacher teams to provide ongoing, embedded professional learning in alignment with SAS divisional and school-wide areas of focus.
- Support professional learning by:
  - Demonstrating exemplary instruction for teachers and teacher assistants through the following researched-based practices: observation, coaching, model lessons, collaborative lesson planning and small and large group professional learning
  - Training teachers to collect, interpret, and use formative assessment data, systematically examine student work, and define next steps for differentiation and intervention
  - Assisting teachers in assessment and reporting of standards and benchmarks
  - Supporting teachers in identifying and achieving professional growth goals
  - Assisting teachers to effectively use technology to assess student learning, differentiate instruction, and provide rigorous, relevant, and engaging learning experiences for all students
  - Partner with external consultants in areas of specialty prior to, during, and after their visit to SAS
  - Support training for interns from East China Normal University
- Work with administration to:
  - Provide parent and community education regarding the current and future approaches to learning
  - Evaluate and develop ways in which we can better support the future of learning within divisions and the wider organization
  - Promote the development of vertical and horizontal articulation and coherence of student learning

#### **SAS BELIEVES:**

- That each employee makes a significant contribution to our success
- Those contributions should not be limited by the assigned responsibilities

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