



CIC ELA Resource Teacher (Grades 1-12)

| REPORTING STRUCTURE | | | |
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| <i>Job Family</i> | School | <i>Center</i> | School |
| <i>Report To</i> | ELA AA Director | <i>Division</i> | CIC |
| <i>Job Title</i> | CIC ELA and HS Humanities Resource Teacher (Grades 1-12) | <i>Department</i> | ELA |
| <i>Approved By</i> | CIC Principal | <i>Section</i> | ELA and HS Humanities |
| <i>Revision No/Date</i> | April 8, 2022 | | |
| POSITION DESCRIPTION | | | |
| Job Purpose | <p>Contributes toward building a world-class program by providing instructional support in the ELA and HS Humanities programs. As a long-term and short-term substitute teacher as needed while actively contributing to our students and school through associated roles expected of a holistic professional educator in a dynamic system dedicated to honoring excellence, community, and joy.</p> | | |
| 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 bring 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 • <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> 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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| <p>Job Duties</p> | <ul style="list-style-type: none"> • Serves as a long-term and short-term substitute teacher for the CIC ELA and HS Humanities courses from G1 to G12 • Primary substituting responsibilities will be to take on a long-term full-time substitute role when a teacher is on extended long-term leave • When not fulfilling substituting duties as a teacher, provides instructional support primarily in the ELA G1-9 classrooms upon the requests from the ELA teachers and the arrangement of AA office • When substituting full-time, teaches a minimum of 20 periods per week • Develops basic lessons and units according to the grade level teams guidance • Collaborates with grade level teachers • Maintains and updates timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents) when required • Designs authentic assessments and measure their effectiveness in meeting curricular goals according to grade level team expectations • Promotes our “Expected School-wide Learning Results” (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character • Be actively involved in (at least two) extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member • Actively fulfills assigned supervision duties, which could include supervising students during open computer lab times • Able to work closely with students who exhibit near English proficiency • When necessary, works closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible • Proactively meets and communicates with parents/guardians, students and other teachers when necessary to develop interventions for students with academic, emotional/behavioral or other needs • Takes an active role in required meetings (grade level; departmental; committees, faculty; etc.) • Assists with additional duties as assigned |
| <p>Organization and Communication Skills</p> | <ul style="list-style-type: none"> • Demonstrates strong positive commitment toward school improvement • Demonstrates commitment to education at the early childhood grades’ level including innovations and best practices • Develops and follows established early childhood course curriculum, including when called upon to design units to support it • Knowledgeable about the American-style elementary education system and how primary level classroom 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, email, and MS Office programs • Fluent in both oral and written English at a professional standard • Desires 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 • Must be flexible to take on different roles with different grade levels, throughout the school year when needed • Must have good student behavior management skills |



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 Pudong New Area Shanghai, China 201203 邮编: 201203

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| <p>Education and Work Experience Requirements</p> | <ul style="list-style-type: none"> • Bachelor's degree <u>required</u> in English, education, or in a related field (curriculum along with a teaching license and prior full-time experience) is considered • Must possess a valid current teaching license/certificate • TESOL or related certification preferred |
| <p>Signatures</p> | <ul style="list-style-type: none"> • As the employee, I have reviewed this job description with my direct supervisor and have been provided a copy of this job description. <p style="text-align: center;">X X</p> <hr/> <p>Employee Printed Name</p> <p style="text-align: center;">X</p> <hr/> <p>Date</p> <ul style="list-style-type: none"> • As this staff member's direct supervisor, I have reviewed this job description with the employee assigned to this role as listed above. <p style="text-align: center;">X X</p> <hr/> <p>Direct Supervisor Printed Name</p> <p style="text-align: center;">X</p> <hr/> <p>Date</p> |