



SMIC-I ES PE/Health Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1) SMIC-I K-12 PE Dept. Head; 2) SMIC-I Senior Director for Elementary	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I ES PE/Health Teacher	<i>Department</i>	Elementary
<i>Approved By</i>	International K-12 Principal	<i>Section</i>	K-12 PE
<i>Revision No/Date</i>	Created November 8, 2018; Updated December 31, 2021; Effective August 2020		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC-I Elementary through providing instructional guidance to students in SMIC-I PE/health in grades K-5 while actively contributing to our students and school through 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	Total Periods
ES PE/Health Class Sections	Grades K-5 as assigned	21 periods/week

ES PE/Health Teacher Duties

- Work with students in grades 1 or 5, as assigned, teaching PE/health
- Work on PE/Health curriculum development, which includes preparing effective diverse lesson units based on the school’s curriculum formats using *Understanding by Design* (UbD)
- Develop and follow the established SMIC-I elementary PE/health curriculum including designing units and lessons that support the implementation of that curriculum
- 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.
- Develop lessons that consistently place student safety as the highest priority
- Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) Sports Day, electives team projects, and other school events
- Helping maintain and care for the ES PE/health supplies including inventorying those items and keeping them current
- Collaborate with grade-level team to plan, teach, and assess interdisciplinary units
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Support the work of grade-level initiatives including sponsored student clubs/activities

General Teacher Duties

- Positively and productively collaborate with grade level and subject level 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 (class webpages, 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 including for MHS PE when needed
- Assist with additional duties as assigned

PE Teacher Job Duties

<p style="text-align: center;">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 elementary grades' level including innovations and best practices • Knowledgeable about the American-style education system and how elementary 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, Canvas, 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 following the chain of communications command • Fluent in both oral and written English at a professional standard
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Research-based Best Practices Guiding SMIC-I Frameworks	<ul style="list-style-type: none"> • <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006 • <i>Understanding by Design</i>, Grant Wiggins & Jay McTighe. ASCD. 2005
Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor's degree <u>required</u> in physical education at the elementary or secondary level required but a bachelors' degree in a related field (i.e., sports medicine) is considered with a teaching license and 2 years of verifiable full-time teaching experience in an elementary school • Must possess a valid teaching license/certificate • At least 2 years full-time teaching PE in a regular elementary school preferred but in middle/high school considered • Evidence of relevant professional development especially in PE/health instruction
Signatures	<ul style="list-style-type: none"> • I have been provided a copy of this job description which I have reviewed. <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Employee</p> </div> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Printed Name</p> </div> </div> <div style="margin-top: 20px;"> <p>X</p> <hr style="width: 100%;"/> <p>Date</p> </div> <ul style="list-style-type: none"> • As the school's designated representative, I have reviewed this job description with the employee assigned to this role listed above. <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Official School Designee</p> </div> <div style="text-align: center;"> <p>X</p> <hr style="width: 100%;"/> <p>Printed Name</p> </div> </div> <div style="margin-top: 20px;"> <p>X</p> <hr style="width: 100%;"/> <p>Date</p> </div>