



## SMIC-I HS Multimedia Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. HS Academic Technology Dept. Head 2. Senior Director for Secondary 3. K-12 Vice Principal	<i>Division</i>	SMIC-International Division
<i>Job Title</i>	SMIC-I HS Multimedia Teacher	<i>Department</i>	High School
<i>Approved By</i>	SMIC-International Superintendent	<i>Section</i>	Technology
<i>Revision No/Date</i>	Created May 25, 2018; Updated January 5, 2022; Effective August 2022		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building a world-class SMIC-I HS through providing instructional guidance in multimedia courses, 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.		
<b>Successful SMIC Private School educators have ...</b>	<ul style="list-style-type: none"> <li>• <u>Passion</u> about bringing quality education to students that includes ...               <ul style="list-style-type: none"> <li>○ love for education</li> <li>○ consistently operating with a commitment to positivity, excitement, and creative problem-solving</li> <li>○ respect for working in a multicultural environment where multiple work styles are valued and celebrated</li> <li>○ being a caring contributor who brings enjoyment to the workplace</li> </ul> </li> <li>• <u>Team spirit</u> commitment that includes ...               <ul style="list-style-type: none"> <li>○ a can-do attitude</li> <li>○ respect for genuine joyful collaboration</li> <li>○ dedication to positive and supportive interpersonal relationship skills</li> <li>○ willingness to take initiative</li> <li>○ desire for transparency</li> <li>○ ability to take direction easily when needed</li> <li>○ willingness to make personal sacrifices for the greater school-wide good</li> <li>○ committed to working in a team-based teaching environment where flexibility and collaboration are key</li> </ul> </li> <li>• <u>Strong work ethic values</u> that include ...               <ul style="list-style-type: none"> <li>○ high standards of quality</li> <li>○ effective organizational skills</li> <li>○ being self-directed</li> <li>○ ability to multitask</li> <li>○ comfort with big picture concepts while being detail-oriented when implementing school plans</li> <li>○ serving as a strong positive role model for students at all times</li> </ul> </li> <li>• <u>Responsible outlook</u> includes ...               <ul style="list-style-type: none"> <li>○ a sense of ownership and reliability in getting the job done correctly to the end</li> <li>○ ability to work under pressure with deadlines yet also demonstrate flexibility with ease when needed</li> </ul> </li> </ul>		

Work Assignment	Grade Level	Number of Classes per Week	Total
4 HS Multimedia Classes	Grades 9 to 12 as assigned	5 classes/week	20 teaching periods
<b>TOTAL NUMBER OF TEACHING PERIODS / WEEK</b>			<b>20 periods</b>

**Multimedia Teacher Duties**

- Work with students in grades 9-12, as assigned for the school year; teaching assignments take into consideration a teacher’s area of interest
- Carry out the ongoing development of the school’s HS technology curriculum following the *Understanding by Design* (UbD) concepts
- Prepare effective and diverse classroom lessons to implement the school’s technology 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.
- Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) Humanities Symposium, Foreign Language Film Festival, Science Fair, and other school events
- Helping maintain and care for the HS technology supplies and equipment including inventorying those items when needed
- Help care for the multimedia and computer labs in cooperation with the multimedia room specialist
- Helping train and guide students to follow proper multimedia and computer lab proper operating procedures
- 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 academic technology departmental initiatives and sponsored student clubs/events

**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 (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; committees; faculty; etc.)
- Serve as a departmental substitute teacher when needed
- Assist with additional duties as assigned

**Job Duties**

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

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

X

X

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Employee

Printed Name

X

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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

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Official School Designee

Printed Name

X

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Date