



# 北京市中芯学校 Beijing SMIC Private School

中国北京经济技术开发区凉水河二街 9 号 邮编 100176

No.9 Liang Shui He 2<sup>nd</sup> Street, Beijing Economic-Technological Development Area, Beijing 100176, China

**Web:** www.bjsmicschool.com **Tel:** (+86 10) 6785 3030 **Fax:** (+86 10) 5802 6784

## ***English Track Middle School Language Arts Teacher*** **Job Description**

REPORTING STRUCTURE			
<b>Reporting to:</b>	Academic Affairs Director	<b>Division</b>	Middle School
<b>Job Title</b>	Language Arts Teacher: Grades 6,7, 8, or 9	<b>Department</b>	English Track
<b>Approved By</b>	Principal	<b>Salary Range:</b>	13,000-25,000 RMB/mo
3.1 POSITION DESCRIPTION			
<b>Job Purpose</b>	Provide instructional guidance in remedial or AP level literature and composition for the English Track program; ensure a quality education for all its pupils 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 value ...</b>	<ul style="list-style-type: none"> <li>• <u>Excellence</u> that includes ...               <ul style="list-style-type: none"> <li>○ Rigorous and relevant implementation of curriculum</li> <li>○ Effective organizational skills</li> <li>○ Monitoring and evaluating student performance</li> </ul> </li> <li>• <u>Honor</u> that includes ...               <ul style="list-style-type: none"> <li>○ Having a sense of ownership and reliability in getting the job done correctly</li> <li>○ Encouraging peers and students to seek recognition for their group and school by pursuing and demonstrating excellence with sportsmanlike honesty and graciousness.</li> <li>○ Selecting texts and materials that enlighten and instill positive character values</li> </ul> </li> <li>• <u>Community</u>, demonstrated by...               <ul style="list-style-type: none"> <li>○ Encouraging genuine joyful collaboration</li> <li>○ Maintaining supportive interpersonal relationship skills</li> <li>○ Developing and Maintaining effective links with parents to support students' achievement</li> </ul> </li> <li>• <u>Joy</u> in bringing quality education to students that includes ...               <ul style="list-style-type: none"> <li>○ Respect for working in a multicultural environment where differences are valued and celebrated</li> <li>○ Being a caring contributor who brings enjoyment to the workplace</li> </ul> </li> </ul>		



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<p><b>Job Duties for Teaching and Learning</b></p>	<ul style="list-style-type: none"><li>• Teach a minimum of 15-20 periods per week</li><li>• Work with students of multi-levels in grades 6-9</li><li>• Work on curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats</li><li>• Collaborate with grade level teachers</li><li>• Design authentic assessments and measure their effectiveness in meeting curricular goals</li><li>• Promote our school values of Excellence, Honor, Community and Joy</li><li>• Maintain and update timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents)</li><li>• Be actively involved in extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member</li><li>• Actively fulfill assigned supervision duties, which could include lunch recess or morning exercise supervision duty</li><li>• Able to challenge students who exhibit English proficiency as well as those who are approaching</li><li>• Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible</li><li>• 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</li><li>• Serve as a substitute teacher when needed</li><li>• Take an active role in required meetings (departmental; grade level; committees, faculty; etc.)</li><li>• Assist with additional duties as assigned</li></ul>
<p><b>Professional Skills</b></p>	<ul style="list-style-type: none"><li>• Demonstrate strong positive commitment toward school improvement</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 data management, Rubicon Atlas, email, and MS Office programs</li><li>• Fluent in both oral and written English at a professional standard</li><li>• Desire to actively engage in professional development opportunities as provided by the school or through individual initiative</li><li>• Flexible in adapting to a multi-cultural environment with school community members of many nationalities</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 secondary education or a bachelors' degree in a related field (Literature, Journalism, etc) is considered</li><li>• Eligible or willing to pursue a valid teaching license/certificate</li><li>• At least 3 years full-time teaching in a secondary school setting preferred</li><li>• Evidence of current relevant professional development preferred</li></ul>