



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 2nd 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 Science Teacher Job Description

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



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<p>Job Duties for Teaching and Learning</p>	<ul style="list-style-type: none"> • Minimum of 20 periods of working load per week. • Master Next Generation Science Standards and how to motivate and equip students to master these skills • Work on curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats, and using technology effectively • Collaborate with grade level teachers. • Explain concepts in a detailed, visual, and organized sequence. • Design authentic assessments and measure effectiveness in meeting curricular goals. • Maintain and update timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents) • Be actively involved in extra-curricular activities as a faculty sponsor / advisor / coach / helper / school committee member • Actively fulfill assigned supervision duties, which could include lunch recess or morning exercise supervision duty • Work closely with parents / guardians through providing feedback on progress, answering questions, and being an educational partner where possible. • 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. • Serve as a substitute teacher when needed • Take an active role in required meetings (departmental; grade level; committees, faculty; etc.) • Assist with additional duties as assigned
<p>Professional Skills</p>	<ul style="list-style-type: none"> • Demonstrate strong positive commitment toward school improvement • Demonstrate commitment to integrated education at the elementary or middle school level including innovations and best practices • Comfortable working in a school that integrates Chinese and American style educational philosophies • Comfortable with computers for school related purposes including data management, Rubicon Atlas, email, and MS Office programs • Fluent in both oral and written English at a professional standard • Desire 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
<p>Education and Work Experience Requirements</p>	<ul style="list-style-type: none"> • Bachelor's degree <u>required</u> in Scientific fields or Science Education • Eligible or willing to pursue a valid teaching license/certificate • Experience working with limited space or with large numbers of students preferred • Evidence of current relevant professional development preferred