



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

SMIC Beijing Elementary ELA Teachers

3.1 REPORTING STRUCTURE			
1 Job Family	School	2 Center	School
3 Report To	Department Head	4 Division	Elementary School
5 Job Title	Elementary School Grades 1-3 ELA Teachers	6 Department	Chinese Track
7 Approved By	Principal	8 Section	
9 Revision No/Date	May 5, 2017		
3.2 POSITION DESCRIPTION			
3.2.1 Job Purpose	<ul style="list-style-type: none"> Facilitate intensive academic vocabulary development. Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure. Develop a culture of reading through stories/ articles. Help students interpret a variety of texts including literature, poetry, history, and science. Develop students' literary analysis skills. Equip students to learn through collaboration. <p>SMIC's Chinese Track Elementary ELA program is an intensive, all-English bridge to improved vocabulary, reading comprehension, and composition skills. Its purpose is to prepare students for international school or overseas studies.</p>		
Job Duties	<ul style="list-style-type: none"> Teach a maximum of 20 periods a week from Monday to Friday. Create lesson plans and modify throughout the year. Utilize various curriculum resources in planning. Observe and evaluate student's performance through varied assessments. Grade papers, tests and homework in a timely manner. Maintain grade books, especially online. Create a positive educational climate and manage student behavior in the classroom. Communicate clearly in and out of the classroom with students and parents. Attend staff meetings and professional development sessions. Learn through observations of self and of peers. Participate in school wide events such as the Charity Fundraiser, Sports Day, student recruitment, etc. Take an active role in required meetings (departmental; grade level; committees, faculty; etc.) Assist with additional duties as assigned Promote our school values of Excellence, Honor, Community and Joy 		



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<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 level including innovations and best practices • Develop and follow the established elementary language arts' curriculum including designing units to support it • Knowledgeable about ELA teaching style and how primary level classroom instruction integrates into it • Comfortable working in a school that integrates western style educational philosophies • Comfortable with computers for school related purposes including data management, 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 elementary education • Experience in teaching ELA at least for 2 years • Evidence of current relevant professional development preferred
<p>Successful SMIC Private School educators value ...</p>	<ul style="list-style-type: none"> • <u>Excellence</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 • <u>Honor</u> that includes ... <ul style="list-style-type: none"> ○ showing integrity by showing the same effort, self-restraint, and compassion when alone or with only students that you show before parents and peers ○ a sense of ownership and reliability in getting the job done correctly to the end ○ encouraging peers and students to seek recognition for their group and school by pursuing and demonstrating excellence with sportsmanlike honesty and graciousness. • <u>Community</u>, and demonstrate that with... <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>Joy</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