



# 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,

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

## English Track MHS Math Department Head

REPORTING STRUCTURE			
<i>Report To</i>	Middle/High School Academic Affairs Director	<i>Division</i>	Middle/High School
<i>Job Title</i>	MHS Math Department Head	<i>Department</i>	English Track
<i>Approved By</i>	Principal	<i>Salary Range</i>	18,000 RMB/mo and up
POSITION DESCRIPTION			
<b>Job Purpose</b>	Provide instructional guidance to students in math (grades 6-12) and instructional leadership to math department teachers 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.		
<b>Successful SMIC Private School educators have ...</b>	<p><u>Passion about</u> bringing quality education to students that includes ...</p> <ul style="list-style-type: none"> <li>o love for education</li> <li>o consistently operating with a commitment to positivity, excitement and creative problem-solving</li> <li>o respect for working in a multicultural environment where multiple work styles are valued and celebrated</li> <li>o being a caring contributor who bring enjoyment to the workplace</li> </ul> <p><u>Team spirit</u> commitment that includes ...</p> <ul style="list-style-type: none"> <li>o a can-do attitude</li> <li>o respect for genuine joyful collaboration</li> <li>o dedication to positive and supportive interpersonal relationship skills</li> <li>o willingness to take initiative</li> <li>o desire for transparency</li> <li>o ability to take direction easily when needed</li> <li>o willingness to make personal sacrifices for the greater school-wide good</li> </ul> <p><u>Strong work ethic</u> values that include ...</p> <ul style="list-style-type: none"> <li>o high standards of quality</li> <li>o effective organizational skills</li> <li>o being self-directed</li> <li>o ability to multitask</li> <li>o comfort with big picture concepts while being detail-oriented when implementing school plans</li> </ul> <p><u>Responsible outlook</u> that includes ...</p> <ul style="list-style-type: none"> <li>o a sense of ownership and reliability in getting the job done correctly to the end</li> <li>o ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed</li> </ul>		



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<b>Math Teacher Job Duties</b>	<p>Teach a minimum of 17 periods per week</p> <p>Teach students in grades 6-12 as assigned</p> <p>Work on curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats using the Understanding by Design (UbD)</p> <p>Collaborate with Math Department teachers through fostering a team focused department</p> <p>Design authentic assessments and measure their effectiveness in meeting curricular goals</p> <p>Promote our "Expected School-wide Learning Results" (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character</p> <p>Maintain and update timely student records including grading (homework, grade books, progress reports, report cards, student attendance, and other required documents)</p> <p>Be actively involved in (at least two) extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member</p> <p>Actively fulfill assigned supervision duties (i.e., study hall, supervising students during open computer lab times, lunch/morning duty, etc.)</p> <p>Able to use effective ESL strategies in working with students who exhibit near proficiency in English</p> <p>Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner where possible</p> <p>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</p> <p>Serve as a substitute teacher when needed</p> <p>Take an active role in required meetings (departmental; grade level; committees, faculty; etc.)</p> <p>Assist with additional duties as assigned</p>
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The SMIC PRIVATE SCHOOL 上海市民办中芯学校



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[www.smicschool.org](http://www.smicschool.org) / [www.smic-school.cn](http://www.smic-school.cn)

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<b>Math Department Head Job Duties</b>	
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Serve as the instructional leader of the MHS Math Department in the school Serve as direct supervisor of MHS Math Department staff

Carry out direct observations of MHS Math Department teachers and provides direct feedback to them at minimum as required by school policy

Provide feedback to evaluating administrators about MHS Math Department teachers during the formal evaluation process

Respond to issues of academic performance and behavior management of students as relates to the Math Department

Collaborate with Math Department teachers through fostering a team focused department

Build motivating relationships with Math Department teachers while also providing assertive guidance where needed to help them grow professionally

Exemplify model teacher behavior with self-awareness of how his/her actions are perceived

Establish an expectation of instruction based upon best practices and SMIC school goals Lead weekly department level meetings that builds collaboration while supporting school culture

Create departmental meeting agendas, records meeting attendance and minutes for distribution to the team and school leadership (Principal, Curriculum & Professional Development Director, Academic Affairs Director, and Student Affairs Director)

Ensure all English teacher comments on report cards are reviewed for accuracy and appropriate content

Lead development and maintenance within the MHS of a vertically aligned math curriculum that integrates with grades K-12.

Lead development and review of ATLAS units for cohesion, vertical alignment, and accuracy

Act as instructional coach for math teachers and ensure implementation and follow up of professional development

Participate in MHS Academic Council meetings and shares information with grade level team as appropriate

Attend other MHS math teachers' parent/student meetings in a supportive role when necessary

Serve as a resource to help provide input on professional development

Keep administration informed of professional and, where appropriate, personal developments of teachers and information as it relates to job duties and performance

Make recommendations for annual budget requests and supply purchasing for grade level and resource materials for subjects

Help mediate personnel conflicts involving Math Department members Assist with additional duties as assigned





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<b>Professional Skills</b>	<p>Demonstrate strong positive commitment toward school improvement</p> <p>Demonstrate commitment to math education at the middle/high school level including innovations and best practices</p> <p>Help develop, maintain and follow an established math grades 6-12 curriculum including designing units to support it</p> <p>Knowledgeable about the American-style education system and how secondary level classroom instruction integrates into it</p> <p>Comfortable working in a school that integrates Chinese and American style educational philosophies</p> <p>Comfortable with computers for school related purposes including data management, Rubicon Atlas, email, and MS Office programs</p> <p>Fluent in both oral and written English at a professional standard</p> <p>Desire to actively engage in professional development opportunities as provided by the school or through individual initiative</p> <p>Flexible in adapting to a multi-cultural environment with school community members of many nationalities</p>
<b>Education and Work Experience Requirements</b>	<p>Master's degree required in secondary education in math but a master's degree in a related field (i.e., mathematics, statistics) is considered</p> <p>Eligible for a valid teaching license/certificate</p> <p>At least 10 years full-time teaching math in a regular middle/high school setting</p> <p>Evidence of current relevant professional development especially in math instruction</p>



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MHS Math Department Head (Updated December 31, 2015)