



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 Middle/ High School Music Teacher (Grades 6-12)

R E P O R T I N G S T R U C T U R E			
<i>Report To</i>	Middle High School Academic Affairs Director	<i>Division</i>	Middle/ High School
<i>Job Title</i>	Middle High School Music Teacher (Grades 6-12)	<i>Department</i>	English Track
<i>Approved By</i>	Principal	<i>Salary Range</i>	18,000 RMB/mo and up
P O S I T I O N D E S C R I P T I O N			
Job Purpose	Provide instructional guidance in middle/ high grades' music (grades 6-12), 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 have ...	<ul style="list-style-type: none"> • <u>Passion</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 • <u>Team spirit</u> commitment that includes ... <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>Strong work ethic values</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>Responsible outlook</u> that includes ... <ul style="list-style-type: none"> ○ a sense of ownership and reliability in getting the job done correctly to the end ○ ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed 		



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Job Duties	<ul style="list-style-type: none"> • Teach a minimum of 21 periods per week • Work with students in grade 6-12 in the assigned grade levels • Work on curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats using the Understanding by Design (UbD) • Collaborate with grade level teachers • Design authentic assessments and measure their effectiveness in meeting curricular goals • Direct and coordinate student performances at special events during the school year, including (but not limited to) the annual winter concert, the Spring Arts Festival, and other school events • Promote our "Expected School-wide Learning Results" (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character • 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 (at least two) extra-curricular activities as a faculty sponsor/advisor/coach/helper/school committee member • Actively fulfill assigned supervision duties, which could include supervising students during open computer lab times • Able to work closely with students who exhibit near English proficiency • 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
Professional Skills	<ul style="list-style-type: none"> • Demonstrate strong positive commitment toward school improvement • Demonstrate commitment to physical education at the middle/ high level including innovations and best practices • Develop and follow the established middle/ high science curriculum including designing units to support it • Knowledgeable about the American-style middle/ high education system and how primary level classroom instruction integrates into it • 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
Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor's degree <u>required</u> in music education at the middle/ high level but a bachelors' degree in a related field [music or (musical) fine arts] is considered • Eligible for a valid teaching license/certificate • At least 3 years full-time teaching in a regular middle/ high school setting • Evidence of current relevant professional development especially in music instruction