



# 北京市中芯学校 Beijing SMIC English 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

## *Middle High School Academic Affairs Director*

### Job Description

REPORTING STRUCTURE			
<b>Reports To</b>	Principal	<b>Division</b>	Secondary School
<b>Job Title</b>	Secondary Academic Affairs Director	<b>Department</b>	English Track
<b>Approved By</b>	Principal	<b>Salary Range:</b>	13,000-25,000 RMB/month
POSITION DESCRIPTION			
<b>Job Purpose</b>	Promote the school learning goals of Community, Excellence, Self-Motivated Learning, Character, and Global Connection by overseeing the following areas: Developing and Maintaining Curricular Standards, Faculty Recruiting, Professional Development, Faculty Oversight, Admissions Processes, and Student Academic Life.		
<b>Successful SMIC Private School educators value ...</b>	<ul style="list-style-type: none"><li>• <u>Community</u> demonstrated by...<ul style="list-style-type: none"><li>○ Encouraging collaboration and taking ownership</li><li>○ Maintaining supportive interpersonal relationship skills</li><li>○ Continuously engaging parents to support student achievement</li></ul></li><li>• <u>Excellence</u> that includes...<ul style="list-style-type: none"><li>○ Effective organizational skills</li><li>○ Setting high personal standards and tangible goals</li><li>○ Promoting healthy, wise decision-making processes and lifestyles</li></ul></li><li>• <u>Self-Motivated Learning</u> exemplified by...<ul style="list-style-type: none"><li>○ Having a sense of ownership and reliability in getting the job done correctly</li><li>○ Setting and pursuing professional goals and on-going professional development</li><li>○ Taking initiative in developing constructive solutions that correspond to the school's vision, mission, and learning goals</li></ul></li><li>• <u>Character</u> in bringing quality education to students that includes...<ul style="list-style-type: none"><li>○ Being a caring contributor who brings positive, can-do attitude to the workplace</li><li>○ Selecting texts and materials that enlighten and instill positive character values</li><li>○ Promoting professional conduct and good sportsmanship at all school-related events</li></ul></li><li>• <u>Global Connection</u> that includes...<ul style="list-style-type: none"><li>○ Respect for a multicultural staff and diversity of opinions</li><li>○ Considering cultural assumptions and implications in the decision-making process</li><li>○ Appreciating cultural values exhibited in art, literature, music, and history</li></ul></li></ul>		



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<b>Job Duties for Academic Affairs</b>	<p><b>Curriculum Standards</b></p> <ul style="list-style-type: none"><li>• Review, research and update the overall academic program</li><li>• Review and revise the curriculum map – horizontally and vertically aligned standards</li><li>• Evaluate standardized assessment results and assist implementing necessary changes into the curriculum</li></ul> <p><b>Teacher Recruiting</b></p> <ul style="list-style-type: none"><li>• Communicate department needs to the Human Resources Office</li><li>• Coordinate with Human Resources Office to evaluate potential candidates</li><li>• Interview prospective teachers and write evaluations</li><li>• Organize follow-up communication with appropriate department heads</li></ul> <p><b>Faculty Professional Development</b></p> <ul style="list-style-type: none"><li>• Coordinate with the Principal and MHS AA Director for new teacher orientation:<ul style="list-style-type: none"><li>◦ Setting school professional expectations</li><li>◦ Reviewing school policies regarding classroom management</li><li>◦ Ensuring all new faculty follow Understanding by Design unit plans</li><li>◦ Assisting new teachers with online programs – EngradePro and Atlas</li></ul></li><li>• Develop professional training to improve teacher instruction which may include:<ul style="list-style-type: none"><li>◦ Finding and announcing professional development opportunities throughout Beijing</li><li>◦ Assisting in creating professional development or in-service activities</li><li>◦ Supporting teachers through department meetings</li></ul></li></ul> <p><b>Faculty Oversight</b></p> <ul style="list-style-type: none"><li>• Coordinate with Principal to annually review and revise the Faculty Handbook</li><li>• Develop and communicate the class schedule and school academic calendar</li><li>• Manage substitutes when needed</li><li>• Regularly meet with department heads for curriculum development and support</li><li>• Conduct teacher observations, evaluations and discipline (if necessary)</li><li>• Oversee department heads in implementing vertically aligned curriculum through teacher unit and lesson plans, and updating Atlas</li><li>• Oversee teacher communication with parents and participate in parent conferences when necessary</li></ul> <p><b>Admissions</b></p> <ul style="list-style-type: none"><li>• Cooperate with the Admissions Office by reviewing admissions applications</li><li>• Serve on the Admissions Committee to review and revise the admissions process</li><li>• Participate in interviews of prospective student families</li><li>• Assist in overseeing admissions testing and decisions</li></ul> <p><b>Student Academic Life</b></p> <ul style="list-style-type: none"><li>• Contribute to the annual review and revise process for the Student Handbook</li><li>• Set and implement academic probation standards and ensure consistency</li><li>• Form student learning outcomes/requirements and track student growth</li><li>• Develop, oversee, and promote academic activities (e.g. Science Fair)</li><li>• Maintain dialogue with parents, faculty, and students about the school program, academic events, Meet the Teacher Night, Open Classes, and any academic concerns</li><li>• Coordinate with MHS SA Director for Student Recognition/Academic Achievement</li></ul>
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