



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 Art Teacher

R E P O R T I N G S T R U C T U R E			
<i>Report To</i>	MHS Visual & Performing Arts Dept. Head	<i>Division</i>	Middle High School
<i>Job Title</i>	MHS Art Teacher	<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 to students in visual arts courses (grades 6-12) primarily in middle school art, graphic art (high school) and yearbook (high school), 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 		



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

Job Duties	<ul style="list-style-type: none">• Teach a minimum of 20 periods of arts courses (or others as designated) per week (5-days a week classes for high school courses; 1-day a week classes for each middle school course)• Work with students in grades 6-12, as assigned for the school year; It will involve teaching grades 6-12 visual arts (middle school), graphic arts (high school), and yearbook (high school)• Work on curriculum development, which includes preparing effective diverse lesson units based on the school's curriculum formats using the Understanding by Design (UbD)• Design authentic assessments and measure their effectiveness in meeting curricular goals• 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 serving as a homeroom teacher• Able to work closely with students who exhibit near English proficiency• Proactively meet and communicate with parents, students and other teachers when necessary to develop interventions for students with academic, emotional/behavioral or other needs• Serve as a departmental 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• Able to develop and follow established course curriculum including designing units to support it• Knowledgeable about the American-style secondary (MHS) education system and how art instruction integrates into it• Knowledgeable about yearbook or publications' design• 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, MS Office programs, Adobe Creative Suite 6 (Photoshop, InDesign and Illustrator), LighZone• Comfortable with various methods of photo editing including portrait photography and lighting• 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



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

Education and Work Experience Requirements	<ul style="list-style-type: none">• Bachelor's degree <u>required</u> in art education (i.e., secondary art) but a bachelors' degree in a related field (such as art, design, etc.) is considered• Eligible for a valid teaching license/certificate• At least 3 years related art teaching experience in a regular secondary school setting• Evidence of current relevant professional development
---	--