



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

Middle High School Student Affairs Director

Job Description

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



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Job Duties for Student Affairs

Student Health & Safety

- Communicate with GA and relay AQI levels to teachers, parents, and students
- Coordinate with GA Office and teachers to ensure successful safety drill procedures
- Student supervision in the following areas:
 - Coordinate with school faculty to monitor hallways, bathrooms and locker areas
 - Develop lunch duties schedule for staff
 - Assist with emergency plans for special events (e.g. International Day)
- Annually revise the Student Handbook
- Cooperate with the Academic Affairs Director for new student orientation
- Offer counseling support in these areas:
 - Planning for high school/college
 - Student behavioral issues, personal struggles, and family difficulties
 - Assisting the AA Director with providing support for those on academic probation

Character Development

- Plan and lead MHS Assemblies
- Collaborate with Electives Department Head to implement Advisory Program
- Coordinate with AA Director to develop semi-annual awards assemblies

Student Activities

- Form and oversee teacher committees to organize annual student activities
- Communicate with the CT and ES SA Directors for school-wide activities
- Support Athletics Director to promote sporting events and student accomplishment
- Collaborating with the AA Director to plan and organize field trips

Discipline

- Coordinate with teachers to consistently enforce the Student Handbook which, for example, includes:
 - Creating incentives for positive behavior marks
 - School uniform enforcement
 - Implementing behavior and tardy policies
- Accurately record behavior issues with each student
- Cooperate with English School Office to keep student information updated
- Communicate effectively with parents regarding solutions to behavior issues
- Monitor lunch and afterschool detention given to students by you or other teachers

Promoting Community

- Contribute to the weekly English School meeting and monthly Principal's meeting
- Organize agenda for and lead monthly English School PTA meetings
- Communicate with parents via the Sandstorm Scoop
- Plan and organize Parent Forums
- Oversee and guide the Student Council
- Collaborate with PTA and Student Council for the school's Yearbook which includes:
 - Setting dates for student and faculty photos
 - Overseeing the Student Council as they prepare the Yearbook layout
 - Communicating with parents with relevant information (e.g. cost and distribution)
- Collaborate with ES SA Director for English School events (e.g. Charity Sale)



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