



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

Chinese Track Kindergarten Teacher

Job Description

REPORTING STRUCTURE			
Reporting to:	Chinese Track Oral English Program Department Head	Division	Kindergarten
Job Title	Chinese Track Oral English Teacher	Department	Chinese Track
Approved By	Principal	Salary Range:	18,000 RMB/mo and up
3.1 POSITION DESCRIPTION			
Job Purpose	Provide instruction and ESL teaching to young kindergarten students.		
Successful SMIC Private School educators value ...	<p>Our Mission</p> <p>At SMIC Kindergarten, the administration, faculty, and staff strive to build a good academic and moral foundation for our students as they begin their academic careers. We seek to foster a love for learning while instilling moral values and nurturing a spirit of responsibility within each student.</p> <p>Our Beliefs</p> <p>Our faculty, staff, and administrative teams are working hard to help our students establish an excellent foundation so they can achieve academically in today's competitive world. In light of that, we also seek to foster a spirit of responsibility and instill moral values, which will enable each student to become a successful individual and leader. We offer a warm, caring, and nurturing environment that students can call home.</p> <p>Our Goals</p> <ul style="list-style-type: none">• Providing for our students an excellent foundation in the English language• Assisting in the development of each child's motor skills• Fostering a love for learning• Responding to the needs of individual students in order to give them up-to-date tools for growth and development• Creating an environment characterized by mutual respect, constructive communication, teamwork, mutual support, compassion, enthusiasm, and joyfulness• Modeling the highest standards of moral values and ethical standards• Inspiring a sense of responsibility and service toward other members of society regardless of their state		



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Job Duties for Teaching and Learning	<ul style="list-style-type: none">• Teach a minimum of 20 periods per week• Work with students at age 3~6• Work on curriculum development, which includes preparing effective diverse lesson units based on the kindergarten's curriculum formats• Collaborate with age level teachers• Design authentic assessments and measure their effectiveness in meeting curricular goals• Promote our school values of Character, Confidence, Health and Joy• Maintain and update timely student records including grading (homework, evaluation books, progress reports, report cards, student attendance, and other required documents)• Work closely with parents/homeroom teachers through providing feedback on progress, answering questions, and being an educational partner where possible• Proactively meet and communicate with parents/homeroom teachers, 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; age level; committees, faculty; etc.)• Assist with additional duties as assigned
Professional Skills	<ul style="list-style-type: none">• Demonstrate strong positive commitment toward department improvement• Demonstrate commitment to integrated education at the kindergarten level including innovations and best practices• Develop and follow the established kindergarten curriculum including designing thematic units to support it• 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 kindergarten community members
Education and Work Experience Requirements	<ul style="list-style-type: none">• Native English speakers are preferred• Bachelor's degree or above is required• Evidence of current relevant professional development preferred• Eligible or willing to pursue a valid TESL certificate