



# 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 2<sup>nd</sup> Street, Beijing Economic-Technological Development Area, Beijing 100176

**Web:** www.bjsmicschool.com **Tel:** (+86 10) 6785 3030 **Fax:** (+86 10) 5802 6784

## English Track Elementary School Learning Support and Substitute Teacher

REPORTING STRUCTURE			
<i>Report To</i>	ES Academic Affairs Director	<i>Division</i>	Beijing English Track
<i>Job Title</i>	Learning Support and Substitute Teacher	<i>Department</i>	Elementary School
<i>Approved By</i>	Principal	<i>Salary Range</i>	RMB 18,000/mo and up

POSITION DESCRIPTION	
<b>Job Purpose</b>	Provide learning support to students with additional educational needs 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.
<b>Job Duties</b>	<p><b>Teaching and Learning Standards</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Support students in special education needs through the Learning Support Center, serve as a reserve substitute in the homeroom classroom when needed</li><li><input type="checkbox"/> Promote and maintain academic integrity and established school standards</li><li><input type="checkbox"/> Implement a variety of instructional methods that utilizes multiple media</li><li><input type="checkbox"/> Contribute to building the department through peer observations, evaluations, and curriculum development</li><li><input type="checkbox"/> Actively measure student learning and adapt as needed to ensure learning outcomes</li></ul> <p><b>Communication</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Proactively communicate with parents and students in the following ways:<ul style="list-style-type: none"><li>o Establishing clear, consistent class expectations</li><li>o Maintaining constant contact regarding grades and progress</li><li>o Utilizing school-established email system and protocols for setting appointments and sending or receiving official communications</li></ul></li><li><input type="checkbox"/> Contribute to the department goals and meetings</li><li><input type="checkbox"/> Maintain lesson plans and load them to the school designated platform</li></ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Demonstrate self-motivation by seeking professional development opportunities:<ul style="list-style-type: none"><li>o Utilizing department resources to improve and enhance classroom instruction</li><li>o Pursuing online webinars or other resources</li><li>o Researching opportunities at local international schools</li></ul></li><li><input type="checkbox"/> Contribute to enhancing the teaching community at SMIC by:<ul style="list-style-type: none"><li>o Attending and participating in in-house workshops</li><li>o Engage peers through class observations and collaboration</li><li>o Being punctual and attentive to all faculty and department meetings</li></ul></li></ul> <p><b>Community</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Promote and support school-sponsored, extra-curricular activities and events</li><li><input type="checkbox"/> Supervise students in the following:</li></ul>



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	<ul style="list-style-type: none"><li>○ Supporting advisors on field trips</li><li>○ Monitoring student behavior throughout the school campus, especially on duty assignments</li><li>○ Assisting with student safety by supporting the discipline guidelines established by the Student Affairs Office</li></ul> <p><input type="checkbox"/> Volunteer and serve on committees</p> <p><b>Student Academic Life</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Evaluate student progress and adjust lessons to ensure student mastery</li><li><input type="checkbox"/> Support the Academic Affairs Office with students on academic probation and implementing the plan established by the Academic Affairs Director</li><li><input type="checkbox"/> Evaluate student progress through standardized assessments</li><li><input type="checkbox"/> Sponsor and contribute to academic events</li><li><input type="checkbox"/> Encourage academic excellence by recognizing student achievements</li><li><input type="checkbox"/> Promote the use of technological resources in pursuit of competitive global competencies and in accordance with school-established guidelines</li></ul>
<b>Education and Work Experience Requirements</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Bachelor's degree in a related field required.</li><li><input type="checkbox"/> State or national level teaching license/certificate</li><li><input type="checkbox"/> 2 years of Teaching Experience</li></ul>