



SMIC-I MS Science Teacher

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	<ol style="list-style-type: none"> Assigned SMIC-I MS Grade Level Leader MS Associate/Director SMIC-I Senior Director of Secondary K-12 Vice Principal 	<i>Division</i>	SMIC-International Division
<i>Job Title</i>	SMIC-I MS Science Teacher	<i>Department</i>	Middle High School
<i>Approved By</i>	International Superintendent	<i>Section</i>	Assigned Grade Level Team
<i>Revision No/Date</i>	Created January 3, 2018; Updated February 17, 2022; Effective August 2022		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class SMIC-I middle school through providing instructional guidance to students in science courses where assigned 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"> Passion 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 brings enjoyment to the workplace Team spirit 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 committed to working in a team-based teaching environment where flexibility and collaboration are key Strong work ethic values 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 -serving as a strong positive role model for students at all times Responsible outlook 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 demonstrate flexibility with ease when needed 		

	Core Full-time Workload Assignment	Grade Level	Number of Class Sections / Week	Total
	MS Science Classes	Grades 6-8 as assigned	4 class sections / week (@ 5 classes/section)	20 periods
	TOTAL NUMBER OF PERIODS / WEEK			20 periods
	Optional Duties as Assigned	Grade Level	Number of Class Sections / Week	Optional Total
	Exploration, Enrichment, & Enhancement (EEE)	Grade 6, 7, or 8 as assigned	1 section / week (@ 4 classes / section)	4 periods
Job Duties	<u>MS Science Teacher Duties</u>			
	<ul style="list-style-type: none"> • Work with students in grades 6-8, as assigned for the school year; teaching assignments take into consideration a teacher’s area of interest • Strong commitment to middle grades educational philosophy as supported by the Association for Middle Level Education (AMLE) • Carry out the ongoing development of the school’s MS science curriculum following the <i>Understanding by Design</i> (UbD) concepts • Prepare effective and diverse classroom lessons to implement the school’s science curriculum following the school’s accepted methods • Design authentic subject assessments and measure their effectiveness in meeting curricular goals • Differentiate lesson plans to meet the needs of both struggling and advanced students. • Lead an enhancement and or enrichment for middle school students that need specialized support during EEE (Enhancement, Exploration, Enrichment) • Help direct and coordinate student participation projects for special events during the school year, including (but not limited to) Science Fair, and other school events • Helping maintain and care for the MS science supplies and equipment, including inventorying those items when needed • Helping care for assigned classrooms • Help care for the science lab in cooperation with the science lab assistant • Helping train and guide students to follow proper procedures, including for science lab safety • Collaborate with grade-level team to plan, teach, and assess interdisciplinary units • Comfortable working with advanced motivated students who have strong academic backgrounds • Support the work of grade level initiatives, including sponsored student clubs/activities 			
	<u>General Teacher Duties</u>			
	<ul style="list-style-type: none"> • Positively and productively collaborate with grade level or department teachers • Actively and positively promote the school’s “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 passing period duty, lunch duty, study hall assignments, etc. • Work closely with parents/guardians through providing feedback on progress, answering questions, and being an educational partner regarding their child’s learning • Proactively meet and communicate with parents/guardians, students, and other teachers when necessary to develop interventions for students with academic, emotional/behavioral, or other needs 			

	<ul style="list-style-type: none"> • Take an active role in required meetings (grade level; departmental; grade level; committees, faculty; etc.) • Serve as a departmental substitute teacher when needed • Assist with additional duties as assigned <p><u>Advisory Duty (optional as assigned)</u></p> <ul style="list-style-type: none"> • Serve as the advisor for groups of 10-15 students as assigned to guide them in both academic and personal success pursuits • Build strong, lasting, positive relationships with advisees • Support and promote SMIC school values, including our ESLRs and motto, while serving as a role model, professionally and personally, to students and the community in all actions • Assess and monitor student advisees’ strengths, needs, challenges, and areas of personal growth • Serve as the primary adult advocate for their student advisees • Attend academic probation meetings for advisees as necessary • Attend behavioral management meetings for advisees as necessary • Communicates problems, issues, or concerns regarding advisees with appropriate middle school teachers, administrators, and other staff in an effective and timely manner • Actively and regularly monitor student advisees’ progress • Hold conversations with student advisees, parents, and teachers as necessary to help the advisee’s academic achievement and personal growth • Help student advisees with organizational challenges, as necessary • Support student advisees in navigating the social dynamics and challenges of middle school • Coordinate student-led conferences for advisees when appropriate. • Serve as the primary point of contact between the advisee’s parents and the school • Identify specific student needs and connect students with resources to meet those needs • Lead advisory sessions two periods a week, but more advisory sessions can be scheduled based on grade-level team scheduling • Seek professional development to improve advisory capacity • Assist with additional advisory-related duties as assigned • Advisory is an optional additional duty to the regular teaching workload and therefore entitles the advisor to a duty allowance
<p>Organization and Communication Skills</p>	<ul style="list-style-type: none"> • Demonstrates a strong positive commitment toward school improvement • Demonstrates commitment to education at the secondary grades’ level, including innovations and best practices • Knowledgeable about the American-style education system and how secondary school level instruction integrates into it • Comfortable working in a school that integrates Chinese- and American-style educational philosophies • Comfortable with computers for school-related purposes, including PowerSchool, Rubicon Atlas, Canvas, email, and Microsoft Office programs • Desires to actively engage in professional development opportunities as provided by the school or through individual initiative • Flexible and culturally sensitive in adapting to a multicultural environment with school community members (students, staff, and families) of many nationalities • Strong understanding of working with students, parents/guardians, and staff from diverse cultural backgrounds • Positively and proactively communicate with parents/families and students • Works effectively with students who exhibit near English proficiency • Patient in working with members of the school community calmly and positively in tense, high-pressure situations, including the following chain of communications command • Fluent in both oral and written English at a professional standard

Research-based Best Practices Guiding SMIC-I Frameworks	<ul style="list-style-type: none"> • <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006 • <i>This We Believe: Keys to Educating Young Adolescents</i>. Association for Middle Level Education. National Middle School Association. 2010 • <i>Understanding by Design</i>, Grant Wiggins & Jay McTighe. ASCD. 2005
Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor's degree is <u>required</u> in a science education-related field (i.e., secondary science), but a bachelors' degree in a related field (such as science, physics, biology) is considered if held with a teaching license and 2 years of verifiable full-time teaching experience • Currently possesses a valid teaching license/certificate in secondary science • At least 2 years of full-time science teaching experience in a regular secondary school setting, preferably at the middle school level • Evidence of current relevant professional development, especially in secondary education or science
Signatures	<ul style="list-style-type: none"> • I have been provided a copy of this job description which I have reviewed. <p style="text-align: center;"> X X </p> <hr/> <p>Employee Printed Name</p> <p style="text-align: center;"> X </p> <hr/> <p>Date</p> <ul style="list-style-type: none"> • As the school's designated representative, I have reviewed this job description with the employee assigned to this role listed above. <p style="text-align: center;"> X X </p> <hr/> <p>Official School Designee Printed Name</p> <p style="text-align: center;"> X </p> <hr/> <p>Date</p>