



SMIC-I Elementary Music Teacher (Grades 3-5 Focus)

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	1. ES Electives Dept. Head 2. SMIC-I ES Senior Director	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I Elementary Music Teacher (Grades 3-5 Focus)	<i>Department</i>	SMIC-I ES
<i>Approved By</i>	SMIC-Principal of International Division	<i>Section</i>	Electives
<i>Revision No/Date</i>	Created December 29, 2016; Updated Feb 2025; Effective August 2025		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world-class elementary division through providing instructional guidance in elementary grades' music (grades 3-5), 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 brings 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 ○ committed to working in a team-based teaching environment where flexibility and collaboration are key • <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 ○ serving as a strong positive role model for students at all times • <u>Responsible outlook</u> 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 		

Teaching Assignment	Grade Level	Total Periods
ES Music Class Sections	Grades 3-5 as assigned	21 periods/week

Grades 3-5 Music Teacher Duties

- Work with students in grades 3 to 5, as assigned, teaching music
- Direct the Chamber Orchestra Club
- Carry out the ongoing development of the school’s ES music curriculum following the *Understanding by Design (UbD)* concepts
- Prepare effective and diverse classroom lessons to implement the school’s music curriculum following the school’s accepted methods
- Direct and coordinate student performances at special events during the school year, including (but not limited to) the annual winter concert, the Spring Arts Festival, and other school events
- 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.
- Collaborate with grade-level team to plan, teach, and assess interdisciplinary units
- Helping maintain, organize, and care for the ES music supplies and equipment including inventorying those items and keeping supplies current
- Comfortable working with advanced motivated students who have strong academic backgrounds
- Support the work of grade-level initiatives including sponsored student clubs/activities

Job Duties

General Teacher Duties

- Positively and productively collaborate with department and grade level teachers
- Actively and positively promote the school’s “Expected School-wide Learning Results” (ESLRs): global citizenship, motivated learners, healthy individuals, and persons of character
- Follow the SMIC Code of Ethics and school policies as outlined in the most current version of the *SMIC Staff Handbook*
- Closely follow the SMIC-I “Curriculum, Instruction, and Textbook Policy” as is appropriate for the Chinese context
- Maintain and update timely student records including (class webpages, grading homework, grade books, progress reports, report cards, student attendance, and other required documents)
- Be actively involved in at least 40 hours of administrator approved extra-curricular activities a year as a faculty sponsor/advisor/coach/helper/school committee member
- Create an engaging and organized learning space (classroom) for students
- 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
- 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>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 elementary grades’ level including innovations and best practices • Knowledgeable about the American-style education system and how elementary 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 MS 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 multi-cultural 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 following the chain of communications command • Fluent in both oral and written English at a professional standard
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<p>Research-based Best Practices Guiding SMIC-I Frameworks</p>	<ul style="list-style-type: none"> • <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006 • <i>Understanding by Design</i>, Grant Wiggins & Jay McTighe. ASCD. 2005
<p>Education and Work Experience Requirements</p>	<ul style="list-style-type: none"> • Bachelor’s degree <u>required</u> in music education at the elementary level but a bachelors’ degree in a related field [music or (musical) fine arts is considered with the requisite teaching experience • Must possess a valid teaching license/certificate in music education • At least 2 years full-time teaching experience in the same position in a regular elementary school • Evidence of current relevant professional development especially in music instruction
<p>Signatures</p>	<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 style="border: 1px solid black;"/> <p style="display: flex; justify-content: space-between;"> Employee Printed Name </p> <p style="text-align: center;"> X </p> <hr style="border: 1px solid black;"/> <p style="display: flex; justify-content: space-between;"> Date </p> <ul style="list-style-type: none"> • As the school’s officially designated employment 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 style="border: 1px solid black;"/> <p style="display: flex; justify-content: space-between;"> Official School Designee Printed Name </p> <p style="text-align: center;"> X </p> <hr style="border: 1px solid black;"/> <p style="display: flex; justify-content: space-between;"> Date </p>