TITLE: Teacher *Revised Nov. 2019*

POSITION SUMMARY: Teachers in the SCIS Community are the school's most valuable resource. Faculty members are recruited and offered on-going employment based upon continued exemplary teaching performance.

QUALIFICATIONS:

- Three or more years of experience
- Bachelors degree (Masters Preferred)
- Fluent in English.
- Superior written and oral communication skills.
- Sensitivity to the cultural differences between Western and Asian staff and a willingness to work for constructive change in a multi-cultural setting.
- Certification and significant experience and knowledge of Western-style education.
- Preference given to IBMYP and IBDP experience

REPORTS TO / EVALUATED BY: Designated Principal

SUPERVISES: NA

MAJOR RESPONSIBILITIES AND DUTIES:

- Provide day-to-day instructional excellence to each student based upon MYP/DP expectations and the published school curriculum.
- Prepare written daily lesson plans and unit plans, and establish clear instructional objectives. These shall be based on the curriculum making use of core teaching resources and supplementary materials and should be available for the Principal to review upon request.
- Provide constructive feedback and ideas for the improvement of student learning in the school.
- Actively Support and promote the school's philosophy, mission, and goals.
- Work cooperatively with fellow-staff members and administrators in curriculum design, assessment and implementation as it pertains to specific grade levels and programs.
- Communicate frequently with parents regarding the progress of their children.
- Communicate frequently with students regarding their progress in class.
- Assist fellow teachers and administrators in planning for school growth and the maintenance of excellence.
- Attend meetings and professional development activity as assigned or recommended.
- Utilize standardized testing and other assessment data to deliver appropriate SLO-based instruction to each student.

- Make provision for the special needs of the ESOL learner, and support and promote learning styles, which cater to individual differences.
- Actively participate in school sponsored events & activities.
- Contribute to after school activities program on a regular basis.
- Attend staff meetings, teacher workdays and serve on staff committees as needed
- Take all necessary precautions to protect, maintain and return all equipment and materials.
- Make provision for being available to students and parents for education-related purposes beyond the school day when required or requested to do so.
- Perform additional duties as assigned by the Principal.

SCIS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.