



SHANGHAI LIVINGSTON AMERICAN SCHOOL

上 海 李 文 斯 顿 美 国 学 校

Job Title: Classroom Teacher.
Reports to: Principal

Division/Department: International
Salary Grade/Band: Negotiable
Work Duty Hours: 8:00 AM – 4:30

PM

Last Revision Date: June 18, 2018

SLAS believes:

- that each employee makes a significant contribution to our success,
- that contributions 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 SLAS 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

SUMMARY

Under the direction and supervision of the Principal, provides educational leadership and instruction for the students. Supervises teaching assistants, volunteers, and students and provides hands-on learning environment for optimum student growth. Attends school and department division meetings, utilizes web as a classroom resource and for communication. Assesses and reports assigned student activities, projects, and homework. Other duties as assigned.

PRIMARY RESPONSIBILITIES

1. Supervise and educate students, utilize teaching assistants and volunteer parents, attend meetings and report to administration.
2. Supervise and educate students.
3. Prepare materials for lessons, presentations, labs, projects, concerts, and learning
4. centers.
5. Maintain hard copy and electronic filing system of student attendance and grades.
6. Supervise delegated assignments to TAs (teaching assistants) or volunteers.
7. Follow Common Core curriculum (www.cde.ca.gov) and develop lessons based around these standards.
8. Setup and coordinate meetings with parents during parent-teacher conferences and as needed.
9. Attend department and staff-wide meetings.
10. Answer emails and phone calls and handle in an appropriate manner within 24 hours receipt.
11. Meet and greet visitors and prospective parents.
12. Use internal postal system for incoming and outgoing letters and packages.
13. Write purchase orders for school supplies, equipment, or furniture, complete work orders when repairs needs to be made, fill out incident for verbal or physical fights or disputes, and accident reports when staff or students are injured, field trips requests, and time off sheets.
14. Coordinate project-based work.
15. Participate in school events such as orientations, open houses, plays, concerts, science fairs, field trips, PTSA meetings, etc.
16. Perform classroom website updates and act as school's communication rep from administration to parents and students.
17. Take pictures and maintain anecdotal notes, written observations,



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18. And other approved forms of documentation for each child.
19. Attend all school sponsored events with duties assigned relating to and interacting with students, staff and SLAS families.
20. All full time instructional staff are required to sponsor at least one after school club. Extra pay will be provided for time dedicated for sponsor duties.
21. Other duties as assigned.

CURRICULUM DEVELOPMENT and PLANNING AND PREPARATION

1. Oversee the development, implementation, and monitoring of a comprehensive subject area action plan for each phase of the curriculum cycle including curriculum assessment, program support, co-and extra-curricular activities, and staff development.
2. Participate in the planning activities in the subject area related to its placement on the curriculum cycle.
3. Facilitate grade level/subject planning and assessment.
4. Participate in the planning and facilitating of student activities to support instructional practice.
5. Implement to fidelity adopted curriculum and program support.
6. Revise instructional materials based on current research and department/school philosophy, utilizing Common Core.

PROGRAM EVALUATION

1. Gather and analyze classroom student's evidence about the quality of the school program with respect to the criteria and the expected school-wide learning results.
2. Coordinate data gathering and analysis and reporting the result of self-study for the purpose of developing an action plan.
3. Develop an action plan for program improvement.

ADDITIONAL RESPONSIBILITIES

1. Ability to speak English at native or fluent levels.
2. Ability to update the class website and information boards,
3. Ability to organize and maintain in confidence sensitive school data.
4. Be aware of all activities on campus and be able to contact anyone for completion of principal assigned tasks.
5. Be able to trouble shoot under given parameters from administration.

KNOWLEDGE AND SKILL REQUIREMENTS

Bachelors' degree in related field.

Teaching license or equivalent.

2 years experience teaching in an accredited school preferred.

Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and the ability to type. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.

WORKING CONDITIONS

Working conditions are normal for a school executive's office environment. Work may require occasional overnight travel and weekend and/or evening work.