

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** EAL SPECIALIST, ELEMENTARY SCHOOL  
**SCALE:** TEACHER SALARY SCALE  
**CONTRACT DAYS:** up to 191 days

### POSITION SUMMARY:

- Teachers within Shanghai American School are recognized, along with students, as the school's most valuable resource. Faculty members are recruited and offered employment based upon prior exemplary teaching performance and the ability to forge strong relationships with all school stakeholders (teachers, students, parents). Teachers must be fully credentialed/certified for their respective assignments and must maintain both teaching excellence and credentials throughout employment.

### SUPERVISED, EVALUATED BY AND REPORTS TO:

- Building Principals

### QUALIFICATIONS:

- Bachelor's degree; master's degree preferred
- Valid teaching certification in English as an Additional Language (e.g. U.S. State Certification, Canadian Provincial Certification, Australian Certification, European, etc or equivalent)
- A minimum of five years teaching experience with at least two years as an EAL Specialist
- Experience in a Collaborative-Sheltered Immersion Model or in a self-contained EAL classroom context
- Experience with explicit targeted instruction in the areas of grammar, literacy and English as an additional language development
- Leadership experience in co-planning and co-teaching using coaching techniques
- Experience with the California English Language Development Standards preferred
- Experience using data to guide targeted instruction (e.g. WIDA, F & P, MAP, anecdotes)
- Experience identifying students who qualify for EAL support
- Strong oral and written communication skills
- Demonstrate involvement in current SAS initiatives

### PERFORMANCE RESPONSIBILITIES:

- Build trusting relationships that promote mutual respect and safety
- Actively support and promote the school's mission and core values
- Provide instructional design and support to all grade level classrooms
- Provide targeted instruction to EAL students who fall below grade-level benchmarks in the areas of literacy and English as an additional language development
- Coach and assist teachers in understanding how to manage, interpret, and use formative assessment data, systematically examine student work, and define next steps for differentiation and scaffolding, model and co-teach lessons with teachers
- Assist teachers in assessment and reporting of language standards and benchmarks
- Work cooperatively with parents to meet the needs of students and to promote the philosophy and goals of the school

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- Work collaboratively with teachers and counselors in the areas of literacy, subject area content, assessment, Student Study Team Process, targeted instruction, academic management tracking systems, etc.
- Actively participate in and contribute to a professional learning community
- Assist in the identification and acquisition of appropriate teaching materials that are aligned with program goals
- Feels comfortable using technology as a tool for teaching and learning
- Actively support the School through participation in the after school activities program
- Other duties as assigned

## SAS BELIEVES:

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

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS 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.

## **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

## **Child Protection at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.