

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** SPANISH &/OR FRENCH TEACHER (INCLUDING AP AND/OR IB), HIGH SCHOOL  
**SCALE:** Teacher Salary Scale  
**CONTRACT DAYS:** up to 191

### 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. Teachers must be fully credentialed/certified for their respective assignments and must maintain both teaching excellence and credentials throughout employment. Typically, to be offered employment, faculty members must indicate a willingness to commit to three years of excellent service to our students.

**SUPERVISED, EVALUATED BY & REPORTS TO:** Building Principal

### JOB REQUIREMENTS

- Minimum Bachelor degree or above
- Teaching credential or equivalent
- Minimum five (5) years teaching experience
- Demonstrated experience
  - teaching high school Spanish and/or French
  - working with and teaching in alignment to the ACTFL Standards as well as the IB and/or AP curricula
  - collaborating on curriculum, instruction, and assessment with teaching partner(s) to ensure comparable experiences for all students across the same courses
  - supporting students' social and emotional growth through an advisory or similar model
  - working with learning management systems (e.g. Schoology)
  - utilizing effective classroom management strategies

### PERFORMANCE RESPONSIBILITIES:

- Actively Support and promote the school's mission and core values.
- Develop meaningful relationships with students, parents, and colleagues so that we can all work in partnership as learners.
- Engage in high quality collaboration with colleagues to support collective professional growth through the co-creation of learning experiences for students.
- Engage with colleagues to ensure students experience learning as well-articulated building blocks as they progress from elementary through middle and on to high school.
- Ensure teacher, students, and parents know what we expect students to learn in line with the ACTFL and/or IB/AP curricula, how we know whether they have learned it, what we do when they haven't, and what we do when they have.

- Collaborate with colleagues to ensure students have clear learning targets as well as voice and choice in their learning so that they can easily answer the question “Why are you doing what you’re doing?”.
- Reflect with colleagues on data from common formative assessments to make decisions on how to best meet the learning needs of all students while improving efficacy of all teachers
- Provide multiple opportunities for students to demonstrate their learning and differentiate to meet their needs when they struggle.
- Provide students with regular opportunities to engage in authentic learning by making real-world connections, including connections with our host country.
- Ensure students are able to apply their learning in line with the SAS adopted social-emotional learning standards.
- Actively seek opportunities to make cross-curricular connections while working with colleagues to engage students in standards-based learning.
- Integrate technology to seamlessly support student learning in transformational ways in line with the ISTE standards.
- Engage all students in a coaching model by providing ongoing feedback that allows them to focus on their areas of growth and specific next steps in learning while guiding them to self-reflect on their own learning.
- Regularly communicate with students’ parents regarding strengths and areas of growth as they relate to the standards including their next steps in learning.
- Actively contribute to collaborative teams, the high school, and Shanghai American School by remaining positive, flexible, supportive, and dedicated to continuous improvement for the benefit of students.
- Actively contribute to the extra-curricular program for the benefit of students.
- Perform additional duties as assigned by the Principal.

### **SAS 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 nor 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.

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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.