

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** CHINESE TEACHER – MIDDLE SCHOOL PUDONG CAMPUS

**SALARY SCALE:** TEACHER SALARY SCALE

**CONTRACT:** 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:

- Division Principal and Associate Director of Chinese Program

### IDEAL CANDIDATE QUALIFICATIONS:

- Bachelor's degree; master's degree in Chinese literature preferred
- Fluency in Mandarin and English
- Valid teaching certification in Chinese language instruction
- A minimum of five years teaching experience with the Chinese language, as well as Chinese as a second language
- Relevant training in current language development theory and practices
- Background with concept-based and inquiry-based teaching and learning practices, as well as the Understanding by Design (UbD) model of unit planning
- Works collaboratively with colleagues
- Knowledgeable about and sensitive to the dynamics of culture to be able to understand their students and structure positive learning experiences for them
- Demonstrated experience working with learning management systems
- Ability to integrate technology in the classroom in meaningful ways to support student learning

### DUTIES & RESPONSIBILITIES:

- Build trusting relationships that promote mutual respect and safety
- Actively support and promote the school's mission and core values
- Use a variety of teaching and learning approaches that allow students to explore and understand important and challenging concepts, topics and issues in meaningful ways in the Chinese language

- Provide multiple paths to help students develop language proficiency
- Build on students' linguistic and cultural diversity
- Draw on current best practice of language and language development to utilize instructional strategies that promote language development and to differentiate the curriculum as necessary to meet the needs of students
- Establish a caring, safe and culturally rich community of learning where students can take risks and work both independently and as a group
- Implement formative and summative student assessment and utilize assessment results for teaching and learning
- Assist students in reflecting on their own progress
- Assist in the identification and acquisition of appropriate teaching materials that are aligned with program goals
  - Select, adapt, create, and use rich and varied resources
- Work in partnership with parents to meet the needs of students and enhance the educational experience of their students
- Actively participate in and contribute to a professional learning community
  - Contribute to the growth and development of fellow teachers, the school, and the advancement of knowledge in their field
  - Work cooperatively with fellow-staff members and administrators in curriculum design, assessment and implementation as it pertains to the Chinese language program
- Actively support the school through participation in the after-school activities program, as well as our Exploratory program
- Other duties as assigned

**SAS 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 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.