

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** DESIGN TEACHER, HIGH SCHOOL  
**SCALE:** Teacher Salary Scale  
**CONTRACT DAYS:** up to 191

### POSITION SUMMARY

This position is part of our High School Innovation Institute Program (60%) and is combined with Testing Coordinator responsibilities (40%) in order to create a full-time teaching contract. The Innovation Institute is a program in which the Grade 9 and 10 students who elect into this program engage in their English, Social Studies, Science and Design coursework through a fully interdisciplinary, Project-Based Learning approach. Students spend the full day every other day engaged in this learning and on the opposite day they engage in a more traditional high school approach where they go to separate classes for math, PE, and an additional language.

Therefore, this position requires candidates who have at least 3-5 years of experience teaching middle and/or high school Design through an interdisciplinary Design approach that integrates content across multiple subject areas. Candidates must also be highly collaborative with a good depth of experience with co-planning. Given that the Testing Coordinator role is also part of this position, the ideal candidate will be highly organized and able to communicate details with accuracy and efficacy. If this describes you well, we encourage you to apply.

Teachers within Shanghai American School are recognized, along with students, as the schools 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.

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.

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

### JOB REQUIREMENTS

- Minimum Bachelor degree or above
- Minimum five (5) years teaching experience.
- Demonstrated knowledge of curriculum and the needs of students.
- Experience with highly collaborative, interdisciplinary team teaching and project-based learning.
- Demonstrated successful teaching experience at the age level and subject to be taught is desired.
- Demonstrated evidence of classroom management skills.
- Demonstrated experience participating in advisory or similar model for supporting students' social and emotional growth.

### PERFORMANCE RESPONSIBILITIES:

- Serve as one of four core teachers in The Innovation Institute, a two-year, cohort-based interdisciplinary program for ninth and tenth graders. The four core teachers – Design, Asian History, English, Physics/Chemistry – work collaboratively to teach their curriculum through shared themes and projects that connect all four disciplines allowing students to explore the topics in an applied, real-world manner.
- Provide day-to-day instructional excellence to each student.
- Actively support and promote the school's philosophy, mission, and goals.
- Work cooperatively with fellow-staff members and administrators in curriculum design, assessment and

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- implementation as it pertains to specific grade levels and programs.
- Work cooperatively with parents to meet the needs of students and to promote the philosophy and goals of the school.
- Assist fellow teachers and administrators in the ordering of educational supplies and materials.
- Coordinate and implement at the classroom level appropriate student assessments and to utilize assessment results in a prescriptive, constructive manner to promote student learning.
- Be knowledgeable and utilize standardized testing and other assessment data to deliver appropriate instruction to each student.
- Actively participate in school sponsored events & activities
- Actively support the School through participation in the after school activities program, advisory program, and faculty committee structures.
- 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 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.

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## **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.