

## Job Description

### Beijing City International School

**TITLE:** ECC/ES/SS Academic Subject Teacher, Homeroom Teacher

职位：幼儿园/小学/中学学科老师，班主任老师

**QUALIFICATIONS:** Bachelor degree or higher. At least 2 years of teaching experience preferred

任职要求：本科学历或以上，至少两年教学经验

**REPORTS TO:** ECC/ES/SS Principal

汇报对象：幼儿园/小学/中学校长

**JOB GOAL:** Work as a member of the academic team to provide teaching and support to students.

工作目标：作为教学团队成员，发挥团队协作能力，为学生提供教学与支持。

#### RESPONSIBILITIES:

岗位职责：

- With Students

学生方面：

1. Deliver a teaching load as given by the Principal (or a pro-rata total to take into account positions of responsibility)  
履行校长分配的教学任务（或根据岗位职责按比分配执行）
2. Maintain clear records of achievement  
保留学生学习成果纪录
3. Maintain effective discipline in the classroom and ensure the safety and security of the children in the class  
保持维护有效的课堂纪律，确保学生在班里的安全与保护。
4. Ensure that the appropriate curriculum is delivered as laid down by current Departmental and/or IB documentation  
确保按照本部门要求和 / 或 IB 课程规定授课。
5. Ensure that appropriate evaluation strategies are used for each class (again, in conjunction with current Departmental and/or IB documentation)  
确保使用恰当的评估方法（同样，结合本部门和 / 或 IB 规定要求）

- With Parents:

家长方面：

1. Provide detailed mid-semester and end-of-semester reports on all students  
向家长提供学生详细的期中、期末学习报告

2. Keep regular contact with parents to inform them of developments and progress  
 跟家长保持定期联络，通知家长学生的成长与进步

• With Faculty:  
 员工方面：

1. Develop and maintain topic planners, assessment tasks etc. in accordance with stated Departmental and/or IB policies  
 按照本部门和 / 或 IB 政策要求制定和保存主题教案和评估等。
2. Be actively involved in the planning and development of the curriculum at BCIS  
 积极参与 BCIS 课程的计划和制定。
3. Work as a team member in departments and various interest groups of the ECC/ES/SS  
 发扬团队合作精神，活跃幼儿园/小学/中学团队氛围
4. Work closely with the Librarian and IT Head/Network Manager  
 与图书管理员和 IT 主管 / 网络主管紧密合作
5. Attend/give appropriate workshops  
 参加 / 组织适宜的工作坊

• General:  
 一般职责：

1. Attend all meetings as required by the school administration  
 参加学校行管部门要求的所有会议
2. Keep up with subject developments  
 紧跟学科发展动态
3. Carry out substitution and supervisory duties, within established acceptable guidelines, as required by the school administration  
 按照管理要求，在制定好的已接受的条例内，履行代课和值班兼管职责
4. Serve as a role model at all times and in all areas of school life  
 在校内任何时间与领域起到模范作用
5. Perform other duties as assigned by the Head of School, as described in the current Terms & Conditions document  
 遵照现有条款和条例履行大校长分配的其它职责
6. Keep classrooms and teaching areas reasonably clean and tidy  
 保持教室和其它教学区域干净整洁

**WORK YEAR:** Around 190 days per year. Salary to be established by Head of School with approval of Board.  
 工作年限：每年工作日约 190 天。薪酬由大校长拟定董事会批准。

**EVALUATION:** Performance of this job will be evaluated by the ECC/ES/SS Principal in accordance with Board Policies and Protocols.

评估：该职位的表现将由幼儿园/小学/中学校长按照董事会政策和程序进行评估。

**NOTE:** The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组(the International Task Force on Child Protection)的建议，在招聘环节秉承高标准：格外注重候选人对儿童保护的认知。