



上海宋庆龄学校
SHANGHAI SOONG CHING LING SCHOOL

Job Description and Duties of a Homeroom Teacher

Our students' school lives revolve around their homeroom. All students are assigned to a homeroom at the start of the school year. Students start and finish the day in their homeroom. The relationship between the students and their homeroom teacher is intended to be close, with the adult taking an interest in all aspects of the students' school life. Each homeroom has a Western as well as a Chinese homeroom teacher, both working together in the interests of the well-being and learning of their students. Homeroom teachers are the first point of contact between the school and the parents.

The homeroom is a kind of "micro-community" where students are empowered to develop and flourish in a well-regulated and loving environment.

Other duties of the homeroom teachers:

- Record in PowerSchool the absences and tardiness of homeroom students before the end of the homeroom period
- Distribute and collect any paperwork/documentation needed by the administration, including forms from the Finance Office; uniform orders; school bus-related forms or from the nurse's office; lunch card, etc.
- Escort their homeroom to and from Assembly, and sitting with the class for the duration of the Assembly
- Escorting and collecting students from specialist classes
- Provide students with avenues to develop organizational skills via planner usage, etc.

Duties of classroom teacher

Homeroom teachers plan, organize, and implement an instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential. Teachers respond to our ELL context by planning lessons and delivering instruction that addresses the needs of students with varying levels of English language proficiency.

Our teachers participate in the community of teachers by contributing generously and in a positive manner in faculty meetings and other gatherings where good outcomes depend on productive discussion and problem-solving.

Main Job Tasks and Responsibilities

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop lesson plans and unit plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities so that all students are given the chance to access the intended learning
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate students' performance and development
- assign and grade class work, homework, tests, and assignments in a timely manner
- provide appropriate feedback on work
- encourage and monitor the progress of individual students
- maintain accurate and complete records on PowerSchool of students' progress
- prepare reports on students, as required
- manage student behavior in the classroom by establishing and enforcing rules and procedures
- perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement
- participate in department, faculty, parent, and other meetings as required
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Additional information from the contract:

- 2.1.1 School "special events" including, but not limited to, performance rehearsals, concerts, science and other festivals, Library Week, including two evenings per semester for programs (dates to be confirmed by the Employer with prior notice).
- 2.1.2 Homeroom time with students:
 - Daily: Monday to Friday
 - 7:40 a.m. – 8:10 a.m. (greeting students)
 - 8:15 a.m. (school starts)
 - 9:55 a.m. – 10:25 a.m. (recess)
 - 30 minutes between 11:45 a.m. and 12:45 p.m. (students' lunchtime) to be scheduled by the Employer and grade level coordinator.
 - 2:05 p.m. – 2:25 p.m. (recess)
 - Homework time as scheduled
 - Any other reasonable contact time in the case of unforeseen circumstances in which case we would require the teacher to help.

Weekly meetings include but are not limited to staff meetings, curriculum, grade level, event planning, whole school, or division meetings

- 2.1.1 The Employee shall complete each component of the required education curriculum and co-curriculum programs, which includes, but is not limited to:
 - 2.1.1.1 Day-to-day teaching of a variety of sessions during 8:15 a.m. to 4:00 p.m. such as English / Science / Humanities / substitute lessons and any other lessons developed by the Employer of assigned classes or sessions and electives (if needed) up to 20 periods per week. The duration of one session is generally 40 minutes, except when adjusted. A teacher's workday consists of instructions, class preparations, parent conference meetings, student supervision, and other duties as needed.
 - 2.1.1.2 Any other regular timetabled teaching sessions above 20 sessions per week will be covered with a stipend
 - 2.1.1.3 Parent Open Day/Parent Visitation Day (no more than two per year).
 - 2.1.1.4 Education Conference (if applicable) (one or two weekend days except when changed).
 - 2.1.1.5 Field trips and other school activities.