

SHANGHAI AMERICAN SCHOOL

TITLE: Continuity of Learning Teacher - Elementary School, Pudong Campus

SCALE: 50% Teacher and 50% TA Salary Scale based on years of experience and qualifications. Benefits include health insurance and wellness allowance.

CONTRACT DAYS: up to 191

SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principal and Vice Principal

POSITION SUMMARY:

The Continuity of Learning Teacher is responsible for providing seamless educational support and maintaining a consistent learning environment in the absence of classroom teachers, specialist teachers, and/or teaching assistants. This position ensures continuity of instruction and facilitates a smooth transition for students during absences across various roles. The Continuity of Learning Teacher will collaborate closely with the school administration, teachers, and support staff to deliver high-quality instruction and maintain a positive and engaging classroom environment.

JOB REQUIREMENTS:

- Education: Bachelor's degree in education or a related field. Teaching certification is strongly preferred.
- Experience: Previous teaching experience in an elementary school setting is highly desirable.
- Knowledge and Skills:
 - Strong instructional and classroom management skills.
 - Solid understanding of elementary curriculum, instructional strategies, and assessment techniques.
 - Ability to adapt teaching methods and materials to meet the diverse needs of students.
 - Excellent communication, collaboration, and interpersonal skills.
 - Proficient in utilizing technology for instructional purposes.
- Flexibility: Able to adapt quickly to changing circumstances and adjust instruction accordingly.
- Reliability: Demonstrates punctuality, dependability, and a strong work ethic.
- Professionalism: Maintains a professional demeanor and acts as a positive role model for students.
- Empathy: Displays a compassionate and supportive approach to students' social-emotional well-being.

PERFORMANCE RESPONSIBILITIES:

- Instructional Continuity: Deliver high-quality instruction within the school's chosen frameworks and timelines ensuring the seamless continuation of the curriculum.
- Lesson Planning and Delivery: Develop and/or implement lesson plans based on provided curriculum materials, ensuring alignment with the absent teacher's

- instructional goals and objectives.
- Classroom Management: Use non-punitive techniques and approaches with students both inside and outside the classroom to ensure a positive and productive classroom climate that fosters student engagement, cooperation, and respect
 - Student Support: Provide individual and group support to students, addressing their academic, social, and emotional needs, and ensuring a safe and inclusive learning environment.
 - Assessment and Progress Monitoring: Administer assessments, evaluate student performance, and maintain accurate records to inform instruction and monitor student progress.
 - Communication: Maintain open and effective communication with absent teachers, school administration, support staff, and parents/guardians to exchange relevant information and ensure a coordinated approach to student learning.
 - Collaboration: Build collaborative and respectful relationships with team members and within the school's community.
 - Classroom Organization: Maintain an organized and stimulating classroom environment that supports student learning and reflects the expectations of the absent teacher.
 - Professional Development: Engage in ongoing professional development activities to enhance instructional practices and stay updated on the latest educational strategies and techniques.
 - School Mission and Values: Mirror, support, model, and promote the school's mission and core values.

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 Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding 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.