**Fudan International School Job Description- Subject Teacher**

Reports to: Department Head, Director, Director of High/Middle School, Dean of Academics, Dean of Students

POSITION DESCRIPTION:

Fudan International School teachers are responsible for carrying out all policies regarding school function and maintaining contact with students and parents. Expectations related to this responsibility include abiding by all FDIS regulations; maintaining proper conduct; providing excellent classroom instruction; potentially holding additional administrative roles; helping with extra-curricular activities and student advisement; and continuing professional development. The fulfillment of these expectations will promote an atmosphere of learning, safety, health, character building, and well-rounded development for the student body.

MAJOR DUTIES AND RESPONSIBILITIES:

INSTRUCTION:

1. Serving as an inspirational class teacher with the ability to teach History and IB Global Politics to the highest standard.
2. Planning and executing meaningful learning activities.
3. Developing unit plans in accordance with the curriculum and guidelines of the school and  department curriculum guidelines.
4. Establishing clear goals for achievement each school year and benchmarks throughout the year.
5. Meeting the needs of all students through carefully planned differentiation.
6. Evaluating and tracking student progress to ensure maximal progress for each student.
7. Evaluating student performance, in alignment with the school and department curriculum standards,  at regular intervals and reporting findings to the relevant HOD.
8. Providing timely feedback and time for students to make progress.
9. Maintaining a classroom that is a clean, orderly, safe, positive, and stimulating learning environment  for the students.
10. Implementing a fair and consistent set of classroom rules that reflect the school‘s behavioral code.
11. Working cooperatively and effectively with parents, students, teachers and other school staff.
12. Working proactively within grade, department and school-based teams to increase effectiveness,  maximize interdisciplinary learning, and develop and refine curriculum.
13. Communicating with other subject teachers to identify problems early and working with faculty and  parents to resolve them.
14. Contacting and responding to parents regarding their student‘s performance and well-being.



1. Notifying HODs and the Dean of Academics immediately if there are academic concerns about a student.
2. Participating in parent-teacher conferences.
3. Completing quarterly grade reports
4. Demonstrating effective communication skills both orally and in writing.
5. Employing positive discipline and management strategies to build character and intellectual habits.
6. Maintaining accurate attendance records for all classes.
7. Keeping track of records of students’ personal information and class schedules as provided by the  school.
8. Notifying the Dean of Student Affairs and relevant homeroom teachers immediately if there are pastoral concerns regarding a student.
9. All duties associated with Homeroom Teacher as assigned.
10. Take part in delivering the schools ASA and Service learning programs.

ADDITIONAL

1. Serving as a substitute teacher as per the school‘s substitute teacher policy.
2. Planning, organizing, and leading assemblies or field trips as assigned by department heads or school administration.
3. Proctoring examinations as required by the school.
4. Supervising study hall as assigned, arriving by the designated time and enforcing all school study hall  policies.
5. Performing supervisory duties as required by the school, including morning, lunch, and afternoon,  and in-school study hall supervisory duties.
6. Perform other duties as assigned by the Director.