

JD 职责描述

Title: International Curriculum Coordinator, Early Years 幼儿园国际课程协调员

Line Manager: Chinese Deputy Head, CA Pudong Campus 浦东园中方副园长

Duties and Responsibilities 工作职责

Duties and responsibilities listed below are in addition to Class Teacher Duties as defined in the Class Teacher Job Description.

以下国际课程协调员的工作职责建立在已有主班老师工作职责内容之上。

Curriculum Management & Coordination 课程管理和协调

Sort out the CA featured International Curriculum and to design, upgrade and revise the International Curriculum standards and outlines, including but not limited to the daily timetable, the proportion of English and Chinese teaching, objectives, contents of English lessons, English activities, special weeks, etc.

对康文幼儿园的国际课程进行梳理，设计、升级及修订康文特色的国际课程标准，包括但不限于课表、中英文教学比例、英语课程目标、内容、英语活动、特色周等。

Formulate clear and explicit teaching objectives, teaching syllabuses and teaching resources of CA featured International Curriculum in terms of phonics, English rhymes, theme vocabulary, reading materials, writing, etc, for each year group in each semester and month.

制订清晰明确的各年龄段、各学期、各月的中方课程(包括但不限于自然拼读、英语儿歌、主题词汇、阅读内容、书写等方面)教学目标和教学大纲，教学资源等。

To conduct daily supervision on the School's academic/teaching management, which includes quality control, curriculum development and implementation, etc.

做好学校日常教育教学管理工作，把控国际课程的教学质量和教研及课程的实施，并做好日常监督和巡视工作。

Inspect all classes on a regular basis. Observe the lessons, assess teachers' performances, and provide feedback to the line manager and teachers so as to ensure the International Curriculum are implemented with high quality in the daily teaching throughout each year groups in the campus;

定期巡视各班，并对各班进行听课、评课和反馈，确保符合标准和特色的中方课程，在园所各年龄段的日常教育教学中得到实施和运用；

Lead and check the children's assessments are up-to-date, documented, well-presented, and made available to parents and the line manager so as to ensure that children of all ages, especially those in reception and Year 1 make significant progress in learning English.
领导及检查学生评估工作，使学生的评估形式和内容与时俱进、有据可查、并能准确的传递给家长和直属领导，以确保各年龄段，尤其是中大班的孩子，英语学习取得明显的进步。

Lead and ensure teachers effectively file all paperwork related with the academic program such as lesson plans and teaching records in order to provide evidence of quality teaching, inform parents of students' achievements and progress and be compliant with the relevant regulatory bodies.

领导并确保教师有效归档所有与课程相关的文件，如课程计划、教学记录等，以提供高质量教学的证据，使家长了解学生的成绩和进步，并符合相关监管机构的规定。

To closely work with SCBS Primary Education to participate in the transition activities and facilitate the sharing of assessment data,(including CA student performance data at the end of year1) planning documents, teaching and learning and behaviour management strategies and policies between Concord Academy and the Primary school as part of the planning and delivery of the transition programme;

作为规划和实施幼小衔接的一部分，与小学部紧密合作，共同促进康文幼儿园和康德小学之间幼小衔接的活动和信息的联动及共享，包括幼小衔接活动、评估数据（包括康文大班学生在学期和学年末的表现数据）、教学计划、行为管理、教育政策等各方面；

Teaching and Learning 教育教学

Be an excellent classroom practitioner and a role model to teachers at Concord Academy in terms of professional practice and conduct.

作为一名优秀主班老师，业务精湛，品行得体，能够成为园内其他教师的职业表率；

Guide and support planning, teaching and learning across each year group and provide support to the line manager in raising standards in both;

协助直线经理，指导和帮助各年级组的教研工作，以提高教研和教学标准。

Teacher Training 教师培训

Carry out regular teacher training on teaching and implementation of International Curriculum so as to improve the professional level of teachers as well as to ensure that teachers teach lessons with high quality according to the CA International Curriculum standards;

根据幼儿园外方课程的标准，定期开展教师培训，提升教师的专业水平,并确保老师根据康文外方课程的标准，高质量的教授外方课程；

Support the line manager in the drafting and implementation of the annual teacher induction programme prior to opening of the academic year. To include, but not limited to, scheduling, venue and content.

在新学年开始前,支持外方园长起草和实施年度教师入职培训计划。包括但不限于时间安排、地点和内容。

Parental Involvement 家长工作

To work closely with the line manager to support the communication with parents on matters of an International Curriculum;

与直线领导紧密合作,支持与国际课程教育教学相关的家校沟通工作;

To sort out the most suitable parent-school communication platform and establish regular parental communication system in the school; To listen and respond accordingly to parental feedback. Implement any measures that will sustain and enhance the quality of our educational provision;

梳理家校沟通的最佳平台,并建立家校定期沟通制度,及时听取家长对教育教学的意见反馈、建议,并进行外部回应、内部调整,确保服务质量;

Others 其它

To liaise with the line manager in the co-ordination of events and activities and provide information and support to management if the Head is off campus

与直线领导保持沟通,协调各项活动。园长不在校园时,负责联络信息并提供协助。

Actively cooperate with the line manager, to support the marketing and admissions activities in the campus such as PIMs, admission activities and compound activities to introduce the early years International Curriculum features to parents or potential parents.

积极配合直线领导,支持校区市场招生活动,包括但不限于参加家长信息会、招生活动、社区活动等,以向家长或介绍幼儿园外方课程特色等。

To support the promotion and admission of Concord+ enrichment in the school so as to improve student participation;

助力 Concord+拓展项目在园内的招生和推广工作,以提高学生参与度;

To provide suggestions for Concord+ enrichment programme to make sure they are tailored to the different characteristics and development needs of students of each year groups;

为 Concord+拓展项目提供专业建议,以确保各类课程符合各年龄段学生的特点和发展需要;

To support the line manager on foreign teacher recruitment, management and their ongoing development;

协助直属领导,做好外方教师的招聘、管理和持续发展。

Other tasks as assigned by the line manager.
部门领导布置的其它任务。