

## Job description of the subject teacher

essential information:					
Job name	Subject teacher	Affiliate department	Academic Office	Job code	
Post set	a surname				
Main job relationship:					
immediate superior	Leader of Subject	Direct subordinate (number)	0		
Internal collaboration	Subject group, Academic Office	External collaboration			
Job Overview:					
According to the curriculum system formulated by the school, complete the formulation of the specific subject syllabus and course teaching.					
Job responsibilities and work standards:					
position statement (In order of importance)	job requirement	Perform the time	Related documents		
1. Teaching routine work	1. Complete the syllabus and teaching plan according to the requirements of the Teaching Department and the subject group, and organize the teaching and testing according to the teaching objectives and teaching plan in the syllabus; 2. Prepare lessons carefully, carefully prepare every class (including evening self-study), abide by the school's classroom management regulations, implement classroom teaching activities, pay attention to classroom management, and pay attention to classroom effect and efficiency; 3. Arrange homework according to teaching progress and student degree, correct and comment on homework in time, help students master and consolidate knowledge; complete Schoology data entry of student	Yearly	Teacher's manual Teachers' daily work management regulations		

		evaluation data timely; 4. According to the requirements of the teaching department and subject group, produce medium and final papers carefully, ensure the fair and just papers, participate in the invigilator arrangement of academic Affairs Office, and complete the analysis and summary of the results after the examination.		
2. Teaching and research work		1. Teaching and research activities: adhere to business self-study, pay attention to knowledge update, follow up the trend of education, and constantly improve their teaching ability; 2. According to the school's class listening and class evaluation system, carefully complete the monthly class listening and class evaluation activities with both quality and quantity guaranteed, and carefully fill in the class listening record form. After listening to the class, we should carefully evaluate and discuss, learn from each other and improve our teaching skills.	Yearly	Teacher's manual Teachers' daily work management regulations
Teacher's ethics		1, be a teacher, decent words and deeds, standard language, civilized manners; 2. Care for students, teach by words and deeds, and help students to shape a sound personality; 3. Team cooperation: actively cooperate with the cross-department work of the campus, and effectively promote the overall development of the campus and the teaching department;	Yearly	Teacher's manual Teachers' daily work management regulations
4. Other affairs arranged by the department			Yearly	
<b>Qualifications: (with selection, tick in parentheses)</b>				
Knowledge and Education	Minimum degree requirement	<ul style="list-style-type: none"> <li>• junior middle school ( )</li> <li>• Technical secondary school / technical school or high school ( )</li> <li>• junior college ( )</li> <li>• undergraduate college ( ✓ )</li> <li>• Master degree or above ( )</li> <li>• returned student ( )</li> </ul>		
	Professional knowledge	Education-related majors are preferred		

	requirements				
	Executive (post) professional qualification requirements	Teacher qualification certificate is preferred			
	Foreign language requirements	<ul style="list-style-type: none"> <li>not have ( )</li> <li>The General English level is ( )</li> <li>More proficient English level ( )</li> <li>English Test Qualification Certificate ( ✓ )</li> </ul>			
	Computer knowledge requirements	<ul style="list-style-type: none"> <li>not have ( )</li> <li>Basic office software operation of ( ✓ )</li> <li>Professional software program or computer maintenance for the ( )</li> </ul>			
hands-on background	Work proficiency period	<ul style="list-style-type: none"> <li>No proficiency period ( ) is required</li> <li>3 months of related working experience ( )</li> <li>About 1-3 years of related working experience: ( ✓ )</li> <li>3-5 years of related working experience ( )</li> <li>More than 5 years of relevant working experience: ( )</li> </ul>			
	Diversity of work experience	<ul style="list-style-type: none"> <li>Work experience without multiple positions / jobs ( )</li> <li>Work experience of 1 related position / work type is required ( ✓ )</li> <li>2-4 related jobs / jobs ( )</li> <li>Need 5 or more related jobs / work experience ( )</li> </ul>			
Basic competencies required	Interpersonal skills	Abilities required	Basic	Intermediate	Advanced
		• team work			✓
		• language competence			✓
		• Writing processing ability			✓
		• Conductive ability		✓	
		• negotiating ability		✓	
		• Nothing else (please indicate)			
	managerial skills	• leadership		✓	
		• Organization and coordination ability		✓	
		• projected capacity			✓
		• time management ability			✓
		• Other (please indicate)___			
	Innovation ability and pioneering	• innovation ability		✓	
		• Develop ability		✓	

	ability				
	Determine decision-making ability	• Strategic thinking ability		√	
		• Problem analysis ability			√
		• Evaluate the ability to evaluate			√
	Other abilities		• Please indicate		
<b>other:</b>					
Use tools and equipment	<ul style="list-style-type: none"> <li>• Ordinary office equipment: ( √ )</li> <li>• Professional office equipment: ( )</li> <li>• other: _____</li> </ul>				
work environment	The degree of physical exertion:	<ul style="list-style-type: none"> <li>• light ( √ )</li> <li>• Moderate ( )</li> <li>• Heavy ( )</li> </ul>			
	Comfort of the working environment	<ul style="list-style-type: none"> <li>• Comfort (mainly in the office of) ( √ )</li> <li>• General (office staff, often go to the operation site for work guidance, inspection) ( )</li> <li>• Poor (mainly in the production operation site or outdoor) ( )</li> </ul>			
	The dangers of the working environment	<ul style="list-style-type: none"> <li>• Risk of occupational disease (damp, noise, dust, high heat, high altitude, open work, life or occupational disease) ( )</li> <li>• No occupational disease risk ( √ )</li> </ul>			
work time	<ul style="list-style-type: none"> <li>• 8 hour hours ( √ )</li> <li>• Comprehensive calculation of working system ( )</li> <li>• Unscheduled working ( )</li> <li>• other: _____</li> </ul>				
<b>remarks:</b>					
<b>Preparation date</b>	<b>On November 16, 2022</b>	<b>availability date</b>	<b>On April 1, 2023</b>	<b>The writer</b>	<b>Zhou Meilin</b>
<b>auditor</b>		<b>reviewer</b>		<b>approver</b>	