

Job description of the homeroom teacher

essential information:					
Job name	Homeroom teacher	Affiliate department	students' affairs Office	Job code	
Post set	a surname				
Main job relationship:					
immediate superior	Grade leader	Direct subordinate (number)			
Internal collaboration	Human Resources Department, Admin Office, Finance Department, General Affairs Office, Academic Office	External collaboration		parents of students	
Job Overview:					
The head teacher is fully responsible for the education and teaching work of a class					
Job responsibilities and working standards:					
position statement (In order of importance)	job requirement	Perform the time	Related documents		
1. Class student management	1. Morning meeting early name, class meeting class 2. Class rules, class score statistics, and announcements 3. Class environment construction, health management 4. Student files sorting and update, home-school communication 5. Follow up the students' comprehensive information: subject performance, behavior habits, and mental health 6. Message notification, weekly report, home letter, and student monthly report of class	Daily	"Class rules and Regulations", "Student Points Statistical table", "Student Monthly Report", various application forms for students		

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	<p>parents' group and student group</p> <p>7. Students' leave, medical treatment, online classes, accommodation and other temporary affairs</p> <p>8. Students change, adjust the accommodation to follow up processing</p> <p>9. Help students sign up for AP or competition exams</p> <p>10. Organize students to take the TOEFL or other mock exams</p>		
2. Organize and follow-up of student activities	<p>1. ECA course selection and course notification, student attendance to follow up</p> <p>2. Organize daily nucleic acid testing for students</p> <p>3. Psychological lectures, science classes and other activities</p>	Daily / weekly	ECA Course Selection Statistical Table
3. Standard task preparation for evening self-study	<p>1. Prepare English evening self-study training, train stratified students</p> <p>2. Prepare the study video for the night study</p> <p>3. Understand the class evening self-study attendance situation, leave for approval</p> <p>4. Student word correction, score registration</p>	Daily	"Student standard change evening Self-study result registration"
4. Cooperate with the school, grade work and ceremony activities	<p>1. Tour and listen to lectures</p> <p>2. Mid-term and final exam invigilation</p> <p>3. Assembly Preparation</p> <p>4. Coordination and support of monthly moral education theme activities</p> <p>5. Coordination and support of monthly academic theme activities</p> <p>6. Monthly interview with key academic parents</p> <p>7. Monthly Student Birthday</p>	Daily / important time spots	

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		Party 8. Prepare for the mid-term and final parents' meeting		
5. Communicate and cooperate with other departments		1. Contact the students with the entrance teachers 2. Connect with teachers 3. With the life of the teachers docking students	Depends	
Qualifications: (with selection, tick in parentheses)				
Knowledge and Education	Minimum degree requirements	<ul style="list-style-type: none"> • junior middle school () • Technical secondary school / technical school or high school () • junior college () • undergraduate college (✓) • Master degree or above () • returned student () 		
	Professional knowledge requirements	Education major or psychology-related major is preferred		
	Executive (post) professional qualifications requirements	Teacher qualification certificate is preferred		
	Foreign language requirements	<ul style="list-style-type: none"> • not have () • The General English level is () • More proficient English level (✓) • English Test Qualification Certificate () 		
	Computer knowledge requirements	<ul style="list-style-type: none"> • not have () • Basic office software operation of (✓) • Professional software program or computer maintenance for the () 		
hands-on background	Work proficiency period	<ul style="list-style-type: none"> • No proficiency period () is required • 3 months of related working experience: () • About 1-3 years of related working experience: (✓) • 3-5 years of related working experience () • More than 5 years of relevant working experience: () 		
	Diversity of work	<ul style="list-style-type: none"> • Work experience without multiple positions / jobs () • Work experience of 1 related position / type is required () 		

	experience	<ul style="list-style-type: none"> • 2-4 related jobs / jobs required (✓) • Need 5 or more related jobs / work experience () 				
Basic competencies required	Interpersonal skills	Abilities required	Basic	Intermediate	Advanced	
		• team work			✓	
		• language competence			✓	
		• Writing processing ability			✓	
		• Conductive ability			✓	
		• negotiating ability		✓		
		• Other (please indicate) - _____				
	managerial skills	• leadership		✓		
		• Organization and coordination ability			✓	
		• projected capacity			✓	
		• time management ability			✓	
		• Other (please indicate) _____				
	Innovation ability and pioneering ability	• innovation ability		✓		
		• Develop ability		✓		
	Determine decision-making ability	• Strategic thinking ability			✓	
		• Problem analysis ability			✓	
		• Evaluate the ability to evaluate			✓	
	Other abilities			<ul style="list-style-type: none"> • Please indicate 1、 2、 3、 		
	other:					
	Use tools and equipment	<ul style="list-style-type: none"> • Ordinary office equipment: (✓) • Professional office equipment: () • other: _____ 				
work	The degree	<ul style="list-style-type: none"> • light () 				

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environ ment	of physical exertion:	<ul style="list-style-type: none"> • Moderate(√) • Heavy () 			
	Comfort of the working environmen t	<ul style="list-style-type: none"> • Comfort (mainly in the office of)(√) • General (office staff, often go to the operation site for work guidance, inspection)() • Poor (mainly in the production operation site or outdoor)() 			
	The dangers of the working environmen t	<ul style="list-style-type: none"> • Risk of occupational disease (working environment humidity, noise, dust, high heat, high altitude, open air operation, etc., bring life danger or occupational disease danger)() • No occupational disease risk (√) 			
work time	<ul style="list-style-type: none"> • 8 hour hours (√) • Comprehensive calculation of working system () • Unscheduled working () • other:_____ 				
remarks:					
Preparati on date	On November 25,2022	availability date	On April 1,2023	The writer	Liang Qiufeng
auditor		reviewer		approver	