

Job Description
工作职责说明书

POSITION: Enrichment Specialist of Secondary School

Start Date: August 2021

开始日期: 2021 年 8 月

JOB LOCATION: Beijing

工作地点: 北京

REPORTS TO: Secondary School Principal

汇报对象: 中学部部长

Work Purpose:

工作目标

- Engage 5th – 8th grade identified gifted and talented students in appropriate learning experiences that develop potential and lead to advanced academic achievement.
选拔5-8年级符合条件的英才学生参与适合的学习体验, 以开发潜能, 取得更好的学习成绩。
- Work in collaboration with Principal and teachers to provide supplemental support aimed at advancing student achievement for identified gifted and talented students through staff development, instructional planning, and classroom support for teachers through both a pull-out and push-in program.
通过员工培训、教学规划和教师课堂支持的方式, 同时以课内和课外项目的形式, 与校长和教师合作提供补充支持, 以提高经选拔的英才学生的成绩。

Major Responsibilities and Duties

主要职责

- Work with the Student Support Services and Student Assessment Coordinators within the Teaching, Learning and Innovation Department to support the gifted and talented nomination and identification process, including the planning, testing of students, review of student data, and campus identification meetings.
与教学、学习和创新部的学生支持服务协调员和学生评估协调员合作, 为英才学生的推荐和选拔过程提供支持, 包括计划工作、测试学生、审查学生数据和校园认证会议。
- Develop and implement lesson plans, activities and projects that fulfill the requirements of the gifted and talented program.
制定并实施符合英才项目要求的课程计划、活动和专题研究。
- Conduct student assessments to monitor gifted and talent student progress and use traceable data to respond and plan student's differentiation and/or extension needs.
进行学生评估, 以关注英才学生的进步, 并采用可追溯数据来应对和规划学生的差异性和/或拓展需求。
- Communicate on a regular basis with principals and with parents of the students enrolled.
- 定期与校长和所选拔学生的家长进行沟通。

Qualifications & Requirements

任职要求

- Bachelor's degree from accredited University
知名大学学士学位
- 10 years experience as a classroom teacher of gifted and talented students
拥有 10 年的英才学生课堂教学经验
- Knowledge of the educational needs of gifted and talented students
了解英才学生的教育需求
- Ability to use open-ended and problem-solving approaches of instruction
能够使用开放式和问题解决型教学方法
- Flexibility and confidence in working with gifted students, their parents, homeroom teachers
灵活且自信地与英才学生、他们的家长以及班主任合作
- Knowledge of assessment principals and design, ability to interpret data
了解评估原则和计划，具有解释数据的能力
- Effectively bilingual: spoken and written English and Chinese
精通双语：良好的中英文口语和书面语表达
- Strong organizational, interpersonal and intercultural communication skills
良好的组织、人际和跨文化沟通能力