



## TEACHER'S RESPONSIBILITIES

- Prepare Teaching Plan for the assigned class
- Prepare Class Schedule per CCCS's calendar
- Submit Teaching Plan and Class Schedule to Principal and Administration
- Present Teaching Plan and Class Schedule in the first day of the semester
- Teach class in bilingual Mandarin and English
- Be in the classroom at least 5 minutes prior to the start time
- Prepare and assign students' homework per Text book
- Correct, grade, and record students' homework
- Grade and record students' tests (one quiz per lesson) and exams (midterm and final).
- Update and develop class supplemental materials
- Submit students' records to Principal and Administration
- Send Student Grade Report to students and parents at end the semester
- Conduct parents/teacher conference once a semester
- Send a copy of midterm and final exams to Principal and Administration at the end of each semester
- Make recommendations to Principal and Administration on Student's grade advancement at the end of a school year
- Attend teacher conferences called by Principal and Administration
- Report to Principal and Administration at least one week advance if a substitute teacher is needed
- Establish class parents email group and Wechat group
- Work with class parents on other School's activities such as New Year Party, Picnics, students extracurricular competitions, etc.
- Attend internal and external workshops
- Maintain classroom order and safety
- Immediately report any abnormal classroom incidents to Principal and Administration



## 教师岗位职责

- 为指定的课程准备教学计划
- 根据 CCCS 的校历准备班级课程表
- 向校长和管理部门提交教学计划和班级课程表
- 在学年的第一天向学生讲解并发放教学计划和班级课程表
- 用双语普通话和英语教授课程。
- 在开课前至少提前 5 分钟到教室
- 按教科书准备和布置学生作业
- 批改学生作业并评分和记录
- 安排，评分和记录学生测验（每节课一次测验）和考试（期中考试和期末考试）。
- 更新和开发课程补充材料
- 向校长提交学生记录（出勤，成绩等）
- 在学年末向学生和家长发放成绩单
- 每学期举办一次家长/教师会议
- 在每学期结束时向校长提交一份期中和期末考试试卷
- 在学年结束时向校长和管理部门提出学生成绩提升建议
- 参加校长和管理部门召集的教师会议
- 如果需要代课教师，至少提前一周向校长和行政部门报告
- 建立班级家长电子邮件组和微信群
- 与班级家长一起参加其他学校的活动，如新年晚会，野餐，学生课外比赛等
- 参加内部和外部研讨会
- 保持课堂秩序和安全
- 及时向校长和管理部门报告异常课堂事件