

OAK GROVE SCHOOL DISTRICT

Job Description

I. TITLE OR CLASSIFICATION

Intermediate School Teacher – Foreign Language

II. POSITION DESCRIPTION

As part of an Intermediate School Teaching assignment, teaches one or more classes of Foreign Language to pupils in Grades Seven and Eight and assists in other school programs as assigned.

A. Major Duties and Responsibilities

1. For Children
Assess pupil needs and prescribe appropriate learning activities to develop concepts in designated subject areas.
2. To Parents
Prepare evaluations and communicate with parents on individual pupil progress and needs.
3. To School/Staff
Assist in selecting books, instructional aids, and supplies. Assist in formulation and enforcement of school policies and procedures.
4. To District
Maintain competence through professional growth activities during released time.
5. Other duties and responsibilities
Supervise pupils in out-of-classroom activities during the school day and be involved in an equitable share of extra-curricular school and community activities.

B. Specific Responsibilities (Subject areas, etc., if applicable)

1. Acceptance of the materials and the pre-established program in the school for which he or she is hired.
2. Ability to develop new materials to be incorporated in existing program to meet the needs of the individual student.
3. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.

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4. Assist in the interviewing and hiring of additional foreign language teachers.
5. Willingness to cooperate with the other members of the foreign language department within the school and the district.
6. Maintain an awareness of information from current publications.

III. ORGANIZATIONAL RELATIONSHIPS

(Make a note of any mixed or shared responsibility for supervision and evaluation.)

- A. Supervised by: Principal, Department Chairman
- B. Evaluated by: Principal, Department Chairman, Other Members of the Department

IV. MINIMUM QUALIFICATIONS

- A. Bachelor's Degree or above
- B. Valid teaching credential – Elementary, Junior High, Secondary
- C. Major or minor in the foreign language to be taught
- D. Capable of handling at least two foreign languages
- E. Exhibit a reasonable competency in the foreign language to be taught, as judged by the other members of the foreign language department.

V. SPECIAL CONDITIONS OF EMPLOYMENT (When applicable)