

Position: Teacher – Foreign Language**Classification:** Certificated**Reports to:** Site Administrator**Range:** Certificated Salary Schedule

SUMMARY

To teach one or more classes of foreign language to pupils and assist in other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. Teaches skills and knowledge in foreign language instruction to pupils, utilizing course of study adopted by the Board of Trustees and other appropriate learning activities. Modern foreign language teachers (French, German, Spanish, Punjabi, Hmong) teach aural comprehension, speaking, reading, and writing. Latin teachers concentrate primarily on the study of syntax, morphology, and vocabulary, with emphasis on reading and translation of classical literature.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and supplementary materials compatible with the basic instructional philosophy.
4. Provides effective learning experiences, utilizing techniques, which develop the basic communication skills. Utilizes tape recorders and other electronic equipment as appropriate.
5. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Instructs pupils in care and safe operation of tape recorders used in foreign language instruction. Makes minor adjustments and requests repairs as required.
7. Develops pupil understanding and appreciation of culture of countries where foreign language is spoken.
8. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
9. Evaluates each pupil's progress in aural comprehension, speaking, reading, and writing the foreign language in relationship to the level being taught, and prepares progress reports.
10. Creates, with assistance from pupils, bulletin boards and other displays of materials to motivate language learning.
11. Maintains professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities, such as foreign language workshops.
12. Requisitions books, instructional aids, and instructional supplies, and maintains required inventory records.
13. Communicates with parents and school counselors on the individual pupil's progress.
14. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
15. Supervises pupils in out-of-classroom activities during the assigned working day.

16. Participates in curriculum and other developmental programs within the school of assignment and/or on a district level. May teach under modular or flexible scheduling plans.
17. Performs basic attendance accounting and business services as required.
18. Shares in the sponsorship of student activities and participates in faculty committees.
19. May plan and coordinate the work of aides, teacher assistants and other para-professionals.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.