

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/84	<u>TEACHER, FOREIGN LANGUAGE, SECONDARY</u>	1.4.15.1A
Effective Date	Job Title	Index

1. Primary Function: Instructs classes so that students develop individual skills in reading, writing, speaking, and comprehension of the assigned language, and an understanding of the related culture(s).
2. Responsible to: Building Principal or Designee.
3. Assigned Responsibilities:
 - 3.01 Uses planned sequences of instruction--including devised drills and activities--so that students acquire skills in reading, writing, speaking, and comprehension of the assigned language.
 - 3.02 Teaches students to converse so that they can carry on a conversation in the foreign language.
 - 3.03 Teaches students to use correct pronunciation, inflection, and intonation.
 - 3.04 Teaches students to read and write the assigned language with accuracy and ease.
 - 3.05 Teaches students in such a way as to enhance their knowledge of basic English skills.
 - 3.06 Teaches the students to know and appreciate the culture(s) germane to the target language.
 - 3.07 Includes in the instructional format materials and activities leading students to discover how the study of a foreign language relates to careers.
 - 3.08 Recommends appropriate placement which will encourage students to continue their study of the language.
 - 3.09 Selects materials and activities appropriate for the instructional and maturity level of the students.
 - 3.10 Identifies, diagnoses, and prescribes remediation for individual and group problems in use of the language.
 - 3.11 Ensures that the assigned language is used as much as possible during the class period.
 - 3.12 Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives.
 - 3.13 Organizes content and activities so that learning objectives are recognizable to the student and other observers.
 - 3.14 Provides instruction using designated instructional materials in prescribed District format.
 - 3.15 Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.16 Maximizes time when students are paying attention and working on tasks directly related to subject matter.
 - 3.17 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials.

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- 3.18 Gives clear instructions and makes sure students understand what to do before undertaking assignments.
- 3.19 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
- 3.20 Ensures that materials and equipment are properly used, maintained, and stored, and that inventory records when requested are accurate and current.
- 3.21 Supervises students in out-of-classroom activities as assigned.
- 3.22 Uses a grading system that is consistent, fair, and supportable.
- 3.23 Participates cooperatively on school, area, and District-wide activities.
- 3.24 Establishes and maintains a good working relationship with building administrators and staff--cooperating to resolve problems in a professional manner.
- 3.25 Follows specified standards, policies, and procedures of the building and District.

Additional Responsibilities:

- 3.26
- 3.27
- 3.28

4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate valid for assignment.
- 4.02 Speaks and writes the target language fluently with acceptable pronunciation, intonation, and stress.
- 4.03 Conduct classes using techniques based on modified audio-lingual-visual concepts.
- 4.04 Manage such language laboratories as are available, and operate a variety of A.V. equipment.

Additional Qualifications:

- 4.05
- 4.06
- 4.07

5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____