

**FRESNO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Teacher, Foreign Language Secondary	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Certificated
<b>WORK YEAR:</b>	183 Days	<b>SALARY:</b>	Regular Teacher Salary

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**MINIMUM QUALIFICATIONS:**

California credential authorizing instruction in the appropriate foreign language at the secondary level

**KNOWLEDGE AND ABILITIES:**

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description.

**DUTIES AND RESPONSIBILITIES:**

As a Director of Learning

1. Teach, using the appropriate learning activities, skills and knowledge in the foreign language to secondary pupils, utilizing course of study, goals and objectives adopted by the Board of Education. Modern foreign language teachers (French, German and Spanish) teach aural comprehension, speaking, reading and writing. Latin teachers concentrate primarily on study of syntax, morphology, and vocabulary, with emphasis on reading and classical literature
2. Instruct pupils in citizenship, basic communication skills, and other general elements of course of study common to all teachers as specified by state law and administrative regulations and procedures of the school district
3. Develop lesson plans and supplementary materials compatible with the basic District instructional philosophy
4. Provide effective learning experiences, utilizing techniques which develop the basic communication skills. Utilize tape recorders and other electronic equipment as appropriate to implement basic District philosophy
5. Provide, at appropriate levels, individualized and small group instruction to adapt the curriculum to the needs of each pupil
6. Develop pupil understanding and appreciation of culture where language is spoken
7. Establish and maintain standards of pupil behavior needed to provide an orderly, productive classroom environment
8. Evaluate, at the appropriate level, each pupil's progress in aural comprehension, speaking, reading, and writing the foreign language
9. Requisition books, instructional aids and instructional supplies, and maintain required inventory record

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10. Perform basic attendance accounting and business services as required

**Relationships**

1. Communicate with parents and school counselors on the individual student's progress
2. Identify students' needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems
3. May plan and coordinate the work of aides, teacher's assistants and other paraprofessionals

**Professional Attitude, Responsibility, and Participation**

1. Participate in in-service education activities provided by the District and in such self-selected growth activities as foreign language workshops
2. Participate in curriculum and other developmental programs within the school of assignment and/or on a District level
3. Share in sponsorship of student activities within teacher's area of competence and participate in faculty committees

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

**ACCOUNTABILITY:**

Person to whom responsible: On-site Principal

Evaluator: On-site Principal

Persons responsible to Teacher, Foreign Language, Secondary: Those designated by Principal

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