

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, K-12 World Languages	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academics – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office
<b>DEPARTMENT:</b> World Languages	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Instruction & Innovative Practice	<b>PAY GRADE:</b> CS1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the K-12 World Languages Program.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree required; Education Specialist or Ph.D. preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 3 years of experience working and/or teaching in World Languages programs
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficient skills; ability to communicate in one or more of the following languages as demonstrated by the TCT, ACTFL OPI, Praxis II, or GACE exam(s): Spanish, Portuguese, Korean, French, French Creole, Russian, Ukrainian, Hindi, Urdu, Punjabi, German, Japanese, Italian, Latin or another approved language; leadership and/or supervisory experience; planning; exemplary classroom teacher; successful grant writing/administration experience preferred

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Maintains on-going contact with the level directors to ensure that the K-12 World Languages curriculum is current and assists local administrators and teachers in the resolution of problems related to curriculum, instruction and assessment; prepares presentations concerning assigned programs for public information and prepares special reports and documents upon request.
3.	Participates in the overall evaluation of the K-12 World Languages Program.
4.	Works with assigned responsibilities from directors and other instructional leaders.
5.	Assists in the design and implementation of in-service training and professional learning for target audiences.
6.	Works with teachers in the effective implementation of the K-12 World Languages curriculum including the promotion and creation of online units with teachers as determined by system needs.
7.	Provides resource services for programs or department, as identified for a cluster of schools or District-wide.
8.	Works with teachers and other instructional personnel in the effective assessment of student learning and the interpretation of data.
9.	Assists new teachers in understanding and implementing the curriculum and the implementation of all AdvancED, Georgia Standards, and State, and Federal regulations related to the K-12 World Languages Program.
10.	Projects budget needs and monitors the use of allocated funds and coordinates the selection of textbooks, supplementary materials, and instructional equipment and technology, and works cooperatively with the purchasing department in developing and evaluating bid specifications and bid awards related to the K-12 World Languages Program.
11.	Assists in the identification and preparation of items for budget consideration.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_