

EMPLOYEE NAME: _____

Revised: 2/10; 7/11; 8/12; 10/12; 10/14; 3/15; 8/15; 1/16; 6/18; 5/19

JOB DESCRIPTION

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| POSITION TITLE: World Languages Program Specialist | JOB CODE: 397Y |
| DIVISION: Academics – Teaching & Learning | SALARY SCHEDULE: Teacher |
| DEPARTMENT: Instruction & Innovative Practice – World Languages | WORK DAYS: 238 |
| REPORTS TO: Supervisor, World Languages | PAY GRADE: CZ00 Based on Teacher CIT (4,5,6 or 7 Daily Rate) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Provides support and assistance to world language and dual language immersion teachers at various elementary, middle, and high schools within the CCSD; provides instructional support for students, teachers, staff, and administrators that enables student achievement to the maximum of students' abilities regardless of race, age, language, or other factors; provides instruction for students which enables them to learn and achieve to the maximum of their abilities. | |

REQUIREMENTS:

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| 1. | Educational Level: Bachelor Degree required; Master Degree preferred |
| 2. | Certification/License Required: Valid Georgia Teaching Certificate |
| 3. | Experience: 3 years educational experience; school leadership experience, such as department chair or grade level coordinator preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Strong oral and written communication skills; Bilingual (English and a second language preferred); instructional strategies that connect the curriculum to learners; student management; accepts personal responsibility; exhibits loyalty and integrity; fosters teamwork and professional development |

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

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Compiles, maintains, and submits all required reports accurately and in a timely manner. |
| 3. | Understands materials; manages resources efficiently; ascertains students' needs. |
| 4. | Functions as a resource to the World Languages Program in academic best practices, diversity best practices, ESOL instruction and CCSD County wide policies. |
| 5. | Coaches and trains teachers and staff in effective methods of instruction and assessment. |
| 6. | Serves as academic liaison to various institutions and agencies. |
| 7. | Provides educational services according to the guidelines of the program and through the established delivery model for service. |
| 8. | Implements special methodology for instruction, according to population needs. |
| 9. | Offers training and assistance to World Languages faculty as needed. |
| 10. | Establishes effective relationships with parents and co-workers. |
| 11. | Meets expectations according to the general education teacher job description. |
| 12. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____