



EMPLOYEE NAME: \_\_\_\_\_

Revised: 8/12, 10/12; 2/15; 8/15; 6/18; 4/24

### 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> Annual Administrative
<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.	
<b>REVISION DATE(S):</b> 4/24	

**REQUIREMENTS:**

1.	Educational Level: Master’s Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years teaching experience in World Languages programs; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Knowledge of World Languages accountability measures, written and oral communication, organization, and interpersonal skills, and the ability to communicate in one or more languages.

*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.	Works with the Teaching & Learning staff to ensure a balanced and coordinated K-12 instructional program (i.e., CTLS resources, resource support, professional learning, curriculum, and development).
3.	Leads by designing, evaluating, and facilitating professional learning for school administrators, teachers, and support staff on the effective implementation of the K-12 curriculum, district initiatives, district resources, best instructional practices, and current research in the field.
4.	Leads ongoing program monitoring and evaluation and takes the initiative to develop next steps for improvement at the system level.
5.	Collaborates with teaching and learning colleagues to develop assessments of/for student learning.
6.	Leads the implementation of accrediting agencies within the K-12 World Languages programs by providing guidance, feedback, and support to school administrators and teachers.
7.	Projects budget needs, monitors the use of allocated funds, including the purchase of supplies, equipment, and materials for instruction.
8.	Provides supervision, support, and development for World Languages staff.
9.	Prepares presentations, special reports and/or documents for the K-12 World Languages program for internal and external purposes.
10.	Performs other duties as assigned by appropriate administrator.

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

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