**Teacher World Languages**

**Position Purpose**
Under the general supervision of the School Principal, to facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

**Essential Functions**

* Develops and administers school elementary curriculum consistent with school district goals and objectives.
* Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
* Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction
* Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
* Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the c school system.
* Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
* Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
* Encourages parental involvement in students' education and ensures effective communication with students and parents.
* Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
* Coordinates with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
* Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
* Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
* Administers standardized tests in accordance with District testing programs.

**Additional Duties**
Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.
**Note:** The above description is illustrative of tasks and responsibilities.  It is not meant to be all inclusive of every task or responsibility.

**Equipment**
Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

**Knowledge, Skills and Abilities**

* Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
* Knowledge of elementary school curriculum and concepts.
* Knowledge of data information systems, data analysis and the formulation of action plans.
* Knowledge of applicable federal and state laws regarding education and students.
* Ability to use computer network system and software applications as needed.
* Ability to organize and coordinate work.
* Ability to communicate effectively with students and parents.
* Ability to engage in self-evaluation with regard to performance and professional growth.
* Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

**Physical and Mental Demands, Work Hazards**
Works in standard office and school building environments.
Needed to Perform Essential Job Duties for this position.

**Qualifications Profile**

* Certification/License:
* NJ State Certification in a World Language such as Spanish
* NJ State Certification as an Elementary Teacher
* Special Education Certification is a plus, but not required

**Education**

* Bachelors from an accredited college or university in Elementary Education or related discipline applicable to teaching assignment.
* Masters Degree in related area preferred.

**Experience**
Successful prior teaching experience for the appropriate grade levels a plus.

**FLSA Status:       Exempt**