

OXNARD UNION HIGH SCHOOL DISTRICT

TEACHER - FOREIGN LANGUAGE

BRIEF DESCRIPTION OF POSITION:

As part of a secondary teaching assignment, teaches one or more classes of foreign language to pupils in grades 9 - 12, and assists in other school programs as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Teaches skills and knowledge in foreign language instruction to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities. Modern foreign language teachers (French, German, Spanish) teach aural comprehension, speaking, reading, and writing. Latin teachers concentrate primarily on the study of syntax, morphology, and vocabulary, with emphasis on reading and translation of classical literature.
2. Instructs pupils in citizenship, basic communications skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and supplementary materials compatible with the basic instructional philosophy.
4. Provides effective learning experiences, utilizing techniques which develop the basic communication skills. Utilizes tape recorders and other electronic equipment as appropriate.
5. Provides individualized and small group instruction in order to adapt the curriculum to the need of each pupil.
6. Instructs pupils in proper use, care, and operation of electronic equipment used in foreign language instruction. Makes minor adjustments and requests repairs as required.
7. Develops pupil understanding and appreciation of culture of countries where a foreign language is spoken.
8. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
9. Evaluates each pupil's progress in aural comprehension, speaking, reading, and writing the foreign language in relationship to the level being taught, and prepares progress reports.
10. Creates, with assistance from pupils, bulletin boards and other displays of materials to motivate language learning.
11. Maintains professional competence through participation in inservice education activities provided by the district and/or in self-selected professional growth activities.

OTHER DUTIES AND RESPONSIBILITIES:

1. Selects and requisitions books, instructional aids, and instructional supplies, and maintains required inventory records.
2. Communicates with parents and school counselors on the individual pupil's progress.
3. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
4. Supervises pupils in out-of-classroom activities during the assigned working day.
5. Participates in curriculum and other developmental programs within the school of assignment and/or on a district level. May teach under modular or flexible scheduling plans
6. Performs basic attendance accounting and business services as required.
7. Shares in the sponsorship of student activities and participates in faculty committees.
8. May plan and coordinate the work of student tutors and paraeducators.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate direction of the site administrator.