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.

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. 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.