

Liberty Christian School

1301 S. Highway 377
Argyle, TX 76226
(940) 294-2000



Job Description

Position Title:	Part-Time World Language Teacher	Date Modified:	June 28, 2021
Reports To:	Upper and/or Middle School Principals	FLSA Classification:	Exempt

Position Purpose

The World Language teacher is responsible for preparing curriculum and teaching Spanish, French, German, or Mandarin to middle and upper school students.

Essential Functions

- Comfortable and familiar using a blended learning approach based on ACTFL's standards and conducting classes primarily in target language
- Incorporate cultural connections and comparisons within thematic units to spark student interest and encouragement
- Provide students with level-appropriate Spanish comprehensible input; structure activities and tasks where learners constantly indicate comprehension
- Prepare course materials such as scope and sequence, syllabi, homework assignments, handouts, and assessments.
- Maintain student attendance records, grades, and other required records.
- Evaluate and grade students' class work, assignments, and papers.
- Compile, administer, and grade examinations.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Maintain language fluency through professional development.
- Provide academic guidance to students.
- Use effective class management techniques to insure effective learning.
- Be available for tutoring during scheduled times of the week (before school, Activity, etc.).
- Support students in coursework and communicate clearly student objectives and targets.
- Monitor student behavior and provide safe and optimal learning environment.
- Create lesson plans and assessments aligned with the ACTFL standards along with integrating Biblical content.
- Attend and collaborate with staff members at regular World Language department meetings.
- Participate in school professional development activities.
- Advise parents and/or legal guardians of student progress.
- Develop methods for improvement and /or reinforcing classroom goals.
- Provide necessary documentation for administrators.
- Face-to-face meetings with students and parents to for the purpose of improving overall quality of student outcomes.
- Provide annual budgeting suggestions.

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- Follow LCS Emergency Preparedness procedures and monitors student in announced or unannounced drills.
- Write student recommendation letters.
- Support extra-curricular activities: TAPPS Academics world language competition as well as German Club, Spanish Club, French Club and Mandarin Club.
- Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the school.

Qualifications

- Bachelor's Degree in related area OR substantial experience using language through life experiences
- Teaching certificate
- ASCI certificate must be obtained within three months of hire
- Continue spiritual and professional development, possibly through travel to other countries
- Demonstrate excellent verbal and written communications skills
- Profess and model knowledge and love of the Lord Jesus Christ

Physical Requirements and Work Environment

- Works in an environment with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Regularly use close and distance vision.
- May stand for extended periods of time.
- Works primarily in a traditional climate-controlled office environment
- Be able to occasionally lift up to 30 lbs.
- Communicate effectively both orally and in written contexts.
- Ability to communicate effectively (verbally and written)
- Ability to instruct and model desirable skills and attitude.
- Ability to remain productive and maintain control under stress.
- Ability to maintain a clear focus on a positive student experience.
- Part-time, 10-month position
- Employees who disclose confidential or proprietary information to those without legitimate need to know or who disclose confidential or proprietary information observed or heard without proper authorization may be subject to corrective action up to and including termination. If an employee overhears or observes another employee sharing or discussing confidential or proprietary information in an inappropriate area, the Human Resources Office should be contacted.

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Job Description

Please confirm your understanding of this job description for your position with Liberty Christian School. By signing below, you also understand and acknowledge that your employment is at-will and either Liberty Christian School or you may end the employment relationship at any time, for any reason or no reason, with or without cause or notice.

Signature: _____

Date: _____