

Job Description

Job Title: Teacher – Elementary World Language

Position Code:

Job Classification: Exempt

Supervisor: Principal

Pay Grade: 35A, 37A, 38A, 39A

Contract Length: 192 Days

Job Summary

The Elementary World Language Teacher is responsible for creating a supportive, engaging classroom environment where young learners (Preschool through Grade 5) are introduced to language learning while fostering curiosity, global awareness, and cultural appreciation. The teacher will design developmentally appropriate lessons that integrate language and culture, helping students build communication skills and an understanding of the diverse communities where the target language is spoken.

Essential Duties

1. Teach world language skills using developmentally appropriate methods and age-appropriate curriculum approved by the district.
2. Plan, prepare, and deliver lessons aligned with state SOL (Standards of Learning) and district/world language standards for elementary school learners.
3. Use a variety of instructional strategies (visual, auditory, kinesthetic) to accommodate diverse learning styles and needs.
4. Adapt lessons and materials for individual, small group, and remedial instruction to support students who are English Language Learners or who need additional support.
5. Foster understanding and appreciation of cultures associated with the target language through storytelling, music, art, games, and other immersive experiences.
6. Assess student progress regularly in all modalities (listening, speaking, reading, writing) and provide feedback; maintain records of student performance.
7. Prepare report cards, maintain attendance, and keep other required documentation.
8. Establish and maintain proper classroom behavior to provide a safe, respectful, and productive learning environment.
9. Communicate with parents, guardians, and counselors regarding student performance and growth.
10. Participate in school-wide and district professional development, curriculum development, and collaborative planning.
11. Supervise students during non-instructional times as assigned (e.g., recess, lunch, dismissal, school events).

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Assist with school and community events, world language clubs, or cultural showcases.
2. Maintain classroom environment with instructional displays, language-rich centers, and culturally relevant materials.
3. Collaborate with other teachers for interdisciplinary projects (e.g., linking language with social studies or music).

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's degree or Master's degree in Education, World Languages, or a related field. Virginia licensure eligibility or Virginia Collegiate Professional / Postgraduate Professional License with an endorsement in foreign/world language. Demonstrated ability to teach world language to young learners. Strong verbal and written communication skills. Ability to establish and maintain positive working relationships with students, staff, parents, and the public. Understanding of child development, differentiated instruction, and culturally responsive teaching.

Working Conditions and Physical Requirements

Ability to sit and stand for extended periods; move around classroom and possibly outdoor play spaces. Visual acuity to read printed material and digital screens with or without assistive devices. Hearing and ability to understand speech in normal classroom settings. Physical ability to lift or carry light items (up to ~25 lbs), rearrange classroom furniture, reach overhead. Perform duties in a school environment; occasional field trips or cultural outings may be required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: May include instructional assistants, volunteers, tutors.

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 09/25 JSA