

## WORLD LANGUAGE SPECIALIST

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<b>TITLE:</b>	World Language Specialist
<b>REPORTS TO:</b>	Senior Director of Curriculum, Instruction and Assessment or Designee
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	Coordinates the successful implementation of world language programs and global competency standards while providing support to school administrators, faculty, and staff

### PERFORMANCE RESPONSIBILITIES:

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- Develop and coordinate the implementation of the world language programs including curriculum, instruction and assessment (Grades K-12),
- Develop and coordinate the overall evaluation of the world language programs in the district and develops strategies for improvement; coordinates and provides staff professional learning opportunities for world language and classroom teachers.
- Develop strategies and provides leadership for implementation of the district's World Language Education programs and global competency standards.
- Develop a comprehensive five-year plan including measurable performance outcomes for world language education in the district.
- Ensure teachers and principals are familiar with any changes to the Kentucky Curriculum regarding world languages and global competency; provides leadership in curriculum planning, development, and the formation of goals and objectives for world languages education.
- Facilitate meetings with world language teachers and department chairpersons; attends department and general staff meetings as required.
- Assist the school system with the acquisition of appropriate instructional materials and resources for world languages courses; monitors implementation
- Collaborate with community organizations to organize international and cultural activities for students; obtains financial support from various community organizations.

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- Communicate with parents, administrators and community citizens to inform them about world language programs in the school system.
- Participate in various professional and community organizations; attends various workshops, seminars and conferences to continuously update professional knowledge.
- Develop and maintains a network of contacts to assist in the implementation of the district's world language education programs.
- Assist with developing the annual budget for world language programs and events, recommends appropriate policies and procedures to meet the district's world language education objectives.
- Coordinate grant applications and proposals that support world language education programs and supervise any and all personnel generated by such grants.
- Research and select outside consultants and trainers to conduct professional learning opportunities in specific topics as they relates to world language education standards and programs requirements.
- Maintains regular attendance
- Performs other duties as assigned.

### **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### **KNOWLEDGE AND ABILITIES:**

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- Thorough knowledge of effective world language programs and instructional strategies K-12.
- Thorough knowledge of the curriculum, instruction and assessment as it applies to world language education.
- Ability to establish and maintain effective working relationships with faculty, staff, students, and the public.

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- Ability to communicate effectively, both orally and in writing.

### EDUCATION AND EXPERIENCE:

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- Master's Degree (required)
- Rank 1 (preferred)
- Five (5) years experience teaching or serving as world language program coordinator

### LICENSES AND OTHER REQUIREMENTS:

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- Kentucky Teaching Certification (required)
- Kentucky Administrative Certification (preferred)

*Original Date: 11/1996*

*Revision Date: 07/2012*

*Revision Date: 06/2016*