

Suzume no Gakko Language Teacher

Job Title: *Language Teacher*

Job Classification: *Full-Time Teaching Staff*

Work Location: *Suzume No Gakko (SNG) at Wesley United Methodist Church*

Hours: *SNG Summer Session, Staff Meetings, and other tasks as necessary.*

Position Summary

During the SNG Summer Session, the Language Teacher will be responsible for the instruction and coordination of Japanese language class activities. The Language Teacher is expected to attend SNG Staff meetings and activities.

Line of Authority

The Language Teacher is responsible to the SNG Board of Directors, the SNG Program Director, and the SNG Curriculum Director.

Supervision of Others

The Language Teacher will have supervision over the SNG students, the SNG parent volunteers, and the SNG Student Interns.

Major Duties

- Create and maintain an effective learning environment that fosters creativity, a positive self-image, positive citizenship, and a sense of community.
- Develop and implement appropriate learning experiences to best utilize instruction time.
- Coordinate, draft, and maintain a grade level calendar of activities and events.
- Communicate effectively with SNG students, parents, Staff, and Board of Directors.
- Supervise the SNG parent volunteers and the SNG Student Interns by providing direction, input, and feedback.
- Determine and administer student disciplinary action as necessary.

Other Duties and Responsibilities

- Select and requisition appropriate instructional materials.
- Maintain necessary inventory records.
- Attend staff meetings, held once in March, once in April, and weekly during the SNG Summer Session.

Qualifications

- Must have knowledge of Japanese American culture and heritage, as well as her/his area of instruction.
- Must demonstrate ethical behavior and have good standing in the community.