

# French Teacher

**Job Title:** Wheaton Academy French Teacher

**Department:** Faculty

**Reports to:** The Principal

**Classification:** Exempt: 10-month employee

**Hours:** Full-Time (Mid-August through Mid-June)

**Benefits:** Applicable per designated classification

**Prepared Date:** 2018

**Job Summary:** The Wheaton Academy French teacher must be a spiritually sensitive individual who understands the mission and philosophy of Wheaton Academy. The teacher must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

**Essential Duties and Responsibilities** include teaching one or more subjects of French by performing the following duties:

### **Instruction: Planning and Preparation**

- Displays basic content knowledge and makes connections with other disciplines
- Displays occasional use and awareness of resources available through the school or beyond
- Develops clear assessment criteria and standards
- Uses assessment results to plan for the class as a whole
- Uses consistent lesson planning
- Resolves student confusion with clarified directions and procedures
- Prepares students for further study, and the material is taught in a manner which students understand

### **Instruction: Planning and Execution**

- Adapts learning activities using variety of techniques recognizing the importance of student learning methods, instructional goals and recent professional research
- Practices structure in lesson planning and implementation
- Paces each lesson with defined scheduling for learning benchmarks
- Involves students in engaging discussions
- Uses technology frequently
- Develops and applies strategies to make the curriculum rigorous and relevant
- Naturally and regularly integrates biblical principles into his/her subject
- Provides more time and support to students needing additional help in order to promote student success

### **Assessment:**

- Uses proposed approach to assess instructional goals
- Provides enough opportunity for students to demonstrate they understand
- Provides timely feedback
- Updates grades and assignments on Academy Central
- Adheres to department intervention strategies
- Assesses students fairly and accurately according to stated clear class expectations
- Prepares students to score at or above benchmarks on AP tests, national language exams, and college readiness benchmarks

### **Learning Environment:**

- Implements classroom procedures to ensure that the classroom is safe and comfortable for all students
- Provides a classroom environment that is a place of care and respect for all
- Establishes clear standards of conduct in the classroom
- Responds to student misbehavior with positive consistent results
- Establishes a neat and tidy classroom, appropriate for learning
- Communicates importance of the work assignments

- Demonstrates a concern for students' ability and giftedness

**Professional Responsibilities:**

- Keeps ACSI certification up to date in specific teaching area
- Completes administrative duties and arrives to meetings on time
- Dresses professionally and according to WA dress code
- Adheres to the school's required procedures for communicating to parents
- Makes occasional, successful attempts to engage families in the instructional program
- Regularly demonstrates a positive and enthusiastic attitude about WA, its community, Board and administrative decisions, and its activities
- Expresses a positive attitude toward administrative decisions even when not in agreement
- Fully engages in department meetings and collaboration
- Respects, works well, cooperates & collaborates with colleagues, staff, and administration
- Attends conferences/seminars and applies what he/she learns staying current in subject area
- Formulates decisions based on professional considerations
- Participates in school events
- Recognizes unsafe or inappropriate situations and environments
- Sets and meets annual goals that improve student learning

**Community Relations:**

- Supports and is accountable to the WA mission
- Exhibits skill at conferencing with parents and extinguishing conflict
- Returns phone calls and e-mails in a timely fashion
- Adheres to department and school intervention plans for struggling students
- Stays up to date in what his/her students participate in, and frequently talks to them about it
- Shares and highlights church participation, God's work in their life, and answers to prayer
- Demonstrates clearly the fruits of the spirit

**Spiritual Formation:**

- Has a growing and vibrant relationship with Jesus Christ
- Demonstrates spiritual maturity and desire to mentor and disciple students
- Maintains active participation in local protestant evangelical church
- Agrees with principles of a Living Curriculum Teacher<sup>SM</sup> and strives to improve as a LCT
- Treats students respectfully, and students indicate that they can approach the teacher outside of class for help
- Develops discipleship relationships with students

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

**Education and/or Experience**

Bachelor's degree (B.A.) or (B.S.) from four-year college or university; Illinois State Certification for Secondary Education. Master's degree may be preferred but not required. Consideration may be given for highly qualified individuals who are in pursuit of credentials stated above.