

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

KETCHIKAN ALASKA

JOB DESCRIPTION

JOB TITLE: TEACHER – Japanese

REPORTS TO: PRINCIPAL/ASSISTANT PRINCIPAL

JOB PURPOSE: Requires instruction in area of Japanese, all levels. Ability to work collaboratively with others, participate in Professional Learning Communities, strong communication skills, flexibility, and positive attitude are essential. Must have good computer skills. Must be willing to be involved in school-wide activities. Other duties as assigned.

Requirements:

1. Bachelor's Degree
2. Teacher certification issued by the Alaska Department of Education and Early Development. Professional Certificate with endorsement in Japanese.
3. Must meet State of Alaska Highly Qualified requirement where applicable.

Duties, Responsibilities and Accountabilities:

1. Instructs students by lecturing, demonstrating, and using technology and other materials to supplement presentations.
2. Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
3. Interprets and utilizes available diagnostic data to identify and meet individual and group needs and concerns.
4. Uses planning to meet individual and group needs.
5. Shows knowledge of subject matter.
6. Demonstrates skill in establishing and maintaining classroom management that is conducive to learning.
7. Uses a variety of instructional techniques appropriate to the student's needs.
8. Establishes procedures for assessing student performance and utilizes the results.
9. Communicates and works effectively with students, staff, parents, and community members.
10. Maintains student records in accordance with district requirements. Use of PowerSchool required.
11. Follows district policies and building goals.
12. Performs certain non-instructional duties.
13. Other duties as assigned.

Knowledge, Skills and Abilities:

Language Skills: Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff, students, parents, and community members.

Mathematical Skill: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Problem Solving: Can identify and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.

Project Management: Develops and coordinates projects. Clearly communicates project plans, progress, and changes. Completes projects on time. Manages project activities and teams.

Interpersonal Skills: Focuses on solving conflict and not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control and remains open to other ideas and tries new things.

Teamwork: Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Diversity: Shows respect and sensitivity for cultural differences and promotes a harassment-free environment.

Ethics: Treats people with respect, keeps commitments and inspires the trust of others. Works with integrity and ethically.

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Planning/Organizing: Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism: Approaches others in a tactful manner. Reacts well under pressure and treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions.

Quality: Demonstrates accuracy and thoroughness and looks for ways to improve and promote quality.

Safety and Security: Observes safety and security procedures. Reports potentially unsafe conditions and uses equipment and materials properly.

Attendance and punctuality: Is consistently at work and on time.

Dependability: Follows instructions, responds to management directions and takes responsibility for own actions. Keeps commitments.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk or hear. While performing the duties of this job, the employee may occasionally push or lift up to 35 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands and interact with the public and other staff.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals will perform other duties as assigned by the Superintendent.

**Ketchikan Gateway Borough School District
Human Resources
333 Schoenbar Rd
Ketchikan, AK 99901**

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER**

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