

## Job Description for Employees of Ambleside School

### Foreign Language Instructor

- Prepares an optimal classroom atmosphere for the student free of encroachments such as personality, rewards, incentives, and punishments
- Keeps a classroom environment, which is conducive to the educational needs of students, organized, neat and free of clutter. The classrooms are to be beautifully arranged and inspirational to look upon.
- Is responsible for the care and maintenance of classroom materials. The children are to be brought into this responsibility.
- Follows the Scope and Sequence for Foreign Language and uses the resources provided by the school.
- Accepts responsibility for the safety and physical well being of the children under his/her supervision. The children are never to be left alone.
- Notifies the principal of behavior or academic difficulties with students, parents etc.
- Protects the privacy and confidentiality of each student of the class.
- Establishes positive relationships with each student and each parent.
- Assists in developing the child academically, spiritually, relationally, and physically.
- Communicates with the main classroom teacher, and parents if necessary concerning their child.
- Performs services faithfully, enthusiastically and satisfactorily during the normal working hours of the school day.
- Adheres to the philosophy and practice of Charlotte Mason as ascribed by Ambleside Schools.
- Completes reports and maintain records for students.
- Assists students in areas of academic weakness through after school tutoring or additional work
- The Foreign Language Instructor also agrees to:
  1. Attend staff and professional meetings as contracted.
  2. Make time available to help explain the school's distinctive nature to prospective parents, interns and others.
  3. Pursue growth in the Ambleside educational philosophy and practice through reading and summer institute.

### Skills and Requirements:

- BA in a foreign language or related field of study.