

# Community Unit School District #205

<b>Job Title:</b>	Foreign Language Club (9-12)		
<b>Location:</b>	7-12 Complex	<b>Terms of Employment:</b>	Differential
<b>Reports To:</b>	Building Administrator/Athletic Director	<b>Board Approved:</b>	November 14, 2022
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Board of Education’s policy on the evaluation of professional personnel.		
<b>Qualifications:</b> <ol style="list-style-type: none"><li>1. Ability to effectively coach/mentor students for the designated activity.</li><li>2. Must work well in a team atmosphere, display good customer service skills, and a willingness to accept feedback.</li><li>3. Prior experience and/or training strongly preferred</li><li>4. Such alternatives to the above qualifications as the Board may find appropriate.</li></ol>		<b>Job Goals:</b> <p>To help each participating student achieve an increased understanding of different cultures and an increased level of self-esteem. In addition, help students gain an appreciation for diversity and different perspectives.</p>	
<b>General Club/Activity Essential Functions:</b> <ol style="list-style-type: none"><li>1. Maintains a variety of documents including club/activity’s activity account budget (if applicable), field trip forms, and attendance records for club meetings and events.</li><li>2. Recruits club members throughout the school year in order to keep an active club.</li><li>3. Follows fundraising procedures.</li><li>4. Submits Fundraiser Request Form for various fundraising events if applicable.</li><li>5. Supervises students during weekly meetings.</li><li>6. Requests room space for weekly meetings and events to be approved and makes travel arrangements in advance.</li><li>7. Creates fliers, posters, and digital posts for weekly meetings which includes event time and location and obtains approval before posting.</li><li>8. Promotes and publicizes club/activity meetings and events by utilizing PA announcements, fliers and posters, video announcements, and social media accounts.</li><li>9. Engages students in community service activities.</li><li>10. Maintains positive relationships with students, supports our diverse population, and interacts with students and adults in a respectful manner.</li><li>11. Sets goals with students to maintain purpose of the club.</li><li>12. Confirms the security of the facilities and ensures that students have a way to get home.</li><li>13. Plans activities to meet the needs, skills, and interests of the students involved.</li><li>14. Uses appropriate channels to resolve concerns and problems.</li></ol>			

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15. Adheres to Galesburg CUSD 205 Board of Education policies and procedures and other school procedures and policies.
16. Performs other related duties as assigned for the purpose of ensuring the efficient functioning of the club.
17. Gathers art materials and preps for projects.
18. Maintain an updated inventory of all district materials, supplies, and equipment used by the club / activity / sport.

## **Specific Club/Activity Functions:**

1. Calendar will run: August through May.
2. Weekly meetings after school.
3. Hours Per Week: 2 hours per week.
4. An example of some of the activities at these meetings include;
  - a) Food and music from multiple cultures.
  - b) Schedule guest speakers from other countries to discuss culture, food, arts, and political issues of the country (In-Person/Zoom).
  - c) Expose students to museums and cultural events.
  - d) Role playing games in Spanish, French, and German.
  - e) Dance lessons.
  - f) Jeopardy and other games.
  - g) Volunteering in the Community.
  - h) Assistance with homework.

Employee Name:		Date:	
Employee Signature			