

Ridgewood High School District 234
JOB DESCRIPTION (2025)

TITLE: Teacher, World Language, Secondary, Grades 9-12

CLASSIFICATION: Certified

WORK YEAR: Not to Exceed 185 Days

SALARY: Teacher Salary Schedule

EVALUATOR: Principal/Designee

MINIMUM QUALIFICATIONS: Licensed to teach Senior High School World Language in Illinois in the assigned discipline; prior foreign language teaching experience (including student teaching).

BASIC FUNCTION

- Create a classroom environment conducive to learning for all students.
- Assess student progress and develop classroom instructional practices to further student learning.
- Create performance assessments to evaluate student's progression of competencies.
- Communicate effectively with students and parents.

PHYSICAL REQUIREMENTS

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

KNOWLEDGE AND ABILITIES

Knowledge of and ability to implement the subject matter relative to the duties and responsibilities listed on this job description.

DUTIES AND RESPONSIBILITIES

- Collaborates with district and building leadership to ensure that all students feel respected, supported and have the ability to be successful regardless of their background.
- Teach application of knowledge and skills in foreign language instruction to secondary students in a classroom, reading, writing, speaking, presenting, and provide instruction in native language to level of course utilizing the course of study adopted by the Board of Education, and other appropriate learning activities as guidelines in teaching individual course content.
- Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Participate as a contributing member of the World Languages Department and the assigned Division.
- Keep appropriate records and prepare progress reports as assigned.
- Communicate with parents through a variety of means, including conferences, to discuss pupil progress and interpret the school program.
- Provide learning experiences designed to meet individual needs through individual and/or group instruction.

- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere by providing a safe and secure environment regardless of location.
- Develop student understanding and appreciation of the culture of countries where the studied language is spoken.
- Align student assessment with instructional goals, appropriate to the needs of the student.
- Participate in school improvement activities as provided in the school's School Improvement Plan.
- Perform supervisory duties as assigned within the terms of Collective Bargaining Agreement.
- Instruct students in global citizenship, respect for others, ways to be safe, and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Adhere to and, when appropriate, enforce School Board policies.
- Maintain a professional development plan according to district policies.
- Keep informed of career entry requirements and instruct students in the exploration of career opportunities.
- Motivate each pupil to apply knowledge of content area.
- Co-develop, implement, and monitor student's success during advisory.