



## Position Description

**Job Title:** French Teacher

**Date Revised:** January 2024

**Department:** Maternelle / Lower School

**FTE:** 1.0; **Classification:** Exempt; Salaried

**Pay range:** Depends on experience and education level

**Reports To:** Maternelle or Lower School Director

**Job Summary:** Teachers at French International are responsible for planning, organizing, developing and implementing the French National Educational Curriculum within the IB Primary Years Program framework, to support the mission of the School, and cultivate an optimal learning environment for all students to feel successful. Teachers in collaboration with the pedagogical team (French, English, Specialist and Student Support) and the PYP coordinator develop the programme and provide a unique learning experience for students.

### Essential Responsibilities:

#### Curriculum

- Design and implement instructional plans in accordance with the French International school curriculum; including preparing progression and units. Provide an inclusive, caring environment with respect to children's individual differences.
- Master the French national curriculum and be up to date with the units of inquiry designed for your grade level
- Maternelle only : Knowledge of developmentally appropriate activities for children and knowledge of early childhood development.
- Pursue professional learning opportunities, to enhance knowledge, skills, and performance.

#### Collaboration

- Ability to create positive, professional relationships with parents, caregivers, and colleagues.
- Excellent conflict management skills.
- Cultural competency, ability to interact with a diverse array of people and foster inclusivity within the classroom, with colleagues and parents.
- Ability to work collaboratively and cooperatively as a team member.
- The ability to problem-solve, compromise, collaborate, be flexible, and take direction when necessary.
- Excellent communication skills to share knowledge, needs and support with your assistant (if applicable) and colleagues to support a healthy work environment.
- Attend all meetings, ( during or outside school hours), including but not limited to: all staff, all faculty, cycle and level.

### Teaching and Learning

- Co-teach lessons with homeroom teachers either in the classroom, the library, the maker space, or other outdoor learning environments.
- Provide a dynamic learning environment for students.
- Be aware of and observe all legal mandates, school policies and regulations, administrative procedures, and standards of professional conduct as outlined in the French International Employee and All-School Handbooks.
- Communication with students is child centered, positive and promotes growth.
- Excellent verbal and written communication skills with families, including but not limited to: parent teacher conferences, office hours, parent teacher meetings, email, progress report and report cards.

### Non-pedagogical responsibilities

- Provide appropriate supervision at all times for students under his/her care whether on or off campus.
- Accept and carry out occasional additional responsibilities assigned by the administration, e.g., participation in school events, including but not limited to field trips (day and overnight), field studies, overseas trips, dances, and other after-school activities. Including parent- teacher conferences that could happen after school hours.
- Supervision duties as needed ( ie lunch, recess)
- Maintain current certifications for Oregon Child Care Division Central Background Registry, Food Handler, CPR/First Aid certifications, and professional development hours in Oregon Registry Online (ORO) - if applicable.

### **Minimum Requirements:**

- Certification to teach the French national curriculum from France, or other francophone country recognized by French International, native level fluency in French,
- 3 years international teaching experience

### **Preferred Qualifications:**

- 5 years international teaching experience
- IB Primary Years Programme experience
- Bilingual in French and English

### **Physical Requirements:**

- Mobility sufficient to move about the campus and assure the safety of young children.
- Ability to communicate with children, colleagues, and families fluently in French and sufficiently in English.
- Sight and hearing adequate to perform the duties of the job, ability to communicate



clearly in both written and verbal formats.

- The ability to occasionally lift up to 50 pounds and to accomplish frequent bending, squatting, stooping and kneeling ( Maternelle).

**Schedule:**

- Classroom schedule is from 8am-3:30pm (Lower school) and from 8:15am- 3:15pm (Maternelle).
- Teachers are required to be on campus 15 minutes prior to start time and 15 minutes after finish time.
- Teachers are required to be on campus during school hours, unless approved otherwise by your division head.

**Skills relevant to the position:**

- Management: Detail-oriented, organized, analytical, and solution-oriented
- Communication: Effective written and verbal skills for a professional school environment
- Collaboration: Team player to build on school goals and able to self-monitor and work independently
- Work ethic: Commitment to the French International mission, core values and guiding principles
- Development: Commitment to staying current with new technology, school sponsored or individual

**Supervises:** None

Approved by \_\_\_\_\_ Date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

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