



## TEACHER JOB DESCRIPTION

### JOB TITLE

Japanese Heritage Language Teacher

### SUMMARY DESCRIPTION

Part-time position teaching Japanese heritage language and culture classes at Washington Japanese Heritage Center (Keisho Center). The teachers collaborates with other Education Team members to create appropriate curriculum, lesson plans, and assessments as part of Keisho's mission as a Japanese heritage language center. The teacher works closely with students, teachers, and families to incorporate proven instructional practices in her or his classroom. The teacher reports to the General Manager.

### DUTIES AND RESPONSIBILITIES

#### Daily / Weekly

- Teach Japanese heritage language and culture classes as assigned on Saturday mornings 3.5 contact hours.
- Keep accurate attendance records.
- Follow best practices in heritage language instruction.
- Create and teach lessons suited to the needs of the students in the class.
- Write lesson plans, prepare and give feedback on independent work, and communicate progress to students and parents via weekly class emails/blog postings.
- Monitor students during snack and recess and set up/clean up classroom prior to/after each class.
- Actively communicate and coordinate with and among families, Core Group, Education Team, and the GM about Keisho topics.
- Follow all Keisho policies and procedures, including: attendance, reimbursements, and communications.
- Communicate resource needs to Curriculum Coordinator and GM.
- Monitor student behavior and intervene/mediate if conflicts arise.



### Monthly

- Participate in Education Team planning meetings.

### Ongoing

- **Coordinate Events**
  - Collaborate with other Education Team members and families to conduct annual whole-school events (undoukai, mochitsuki, setsubun, Sakura Matsuri, etc.)
- **Procedures development**
  - Collaborate with the GM, Education Team, and Core Group to develop effective Keisho procedures.
- **New Staff Support**
  - Communicate with and support new Education Team members about Keisho's:
    - ◇ Educational philosophy
    - ◇ Instructional practices
    - ◇ Students' learning styles, interests, and abilities
    - ◇ Curriculum
    - ◇ Lesson plans
    - ◇ Communication with parents
- **Monitoring students**
  - Monitor student behavior and students with special needs.
  - Work with other Education Team members to identify special needs, including behavior issues, and ways to accommodate in the classroom.
  - Communicate with parents about student issues.
- **Special projects**
  - Work with Keisho stakeholders to research, plan, and propose innovative projects (e.g. virtual classrooms, new software and hardware, new activities).

### Yearly

- **Admissions Interviews**
  - Help conduct admissions interviews for prospective students and families (August)
- **Early Registration and Tuition**
  - Collaborate with Curriculum Coordinator to complete early registration (May).
- **Strategic Planning**
  - Collaborate with Keisho stakeholders to create, review, and revise Keisho's vision, mission, and strategic plan (July/August).



## QUALIFICATIONS

1. Native level proficiency in Japanese including reading, writing, speaking, and listening.
2. 1-2 years experience working with children and youth groups in an educational setting.
3. BA or MA degree in relevant subject preferred.

## TERMS OF EMPLOYMENT

**School year:** Classes meet 32 times per year September-June. Teacher is expected to meet several other times per year (student interviews in August, one teacher meeting per month after class).

**Compensation:** See current year pay scale

**Note:** Teachers are paid the teacher's hourly rate for monthly Education Team meetings. Teachers are paid the "curriculum rate" of \$25.00 per hour for irregular non-instructional duties not included in the annual teaching contract. Such duties may include: student/family interviews; job interviews outside normal Keisho hours; or curriculum writing. All work performed at the "curriculum rate" must be pre-approved by the Board of Directors.

**Hours:** 8:30 a.m. - 1:00 p.m. each Saturday

**Teachers may be assigned to one or more of the following teaching contexts:**

### Homeroom Teacher

The homeroom teacher instructs K-12 students in Japanese heritage language and both traditional and current culture approximately 90 to 180 minutes per instructional day.

The Education Team considers a student's Japanese proficiency level; social development and maturity; learning style; and age when making homeroom class placements. In principle, classes have 12-15 students with some exceptions based on class dynamics. The instructional program focuses on open-ended, hands-on projects and collaboration among learners and teachers. The teacher is expected to have native-level fluency and knowledge of Japanese language and culture.



### **Target Class Teacher**

The target class teacher instructs 3rd grade - 12th grade students in Japanese language approximately 60 minutes per instructional day. The Education Team considers a student's Japanese proficiency level when making target class placements. The instructional program focuses on vocabulary, grammar, and reading/writing skills, along with the knowledge of language used in contemporary society in Japan. The teacher creates lessons suited to the needs of the students in the class. The teacher is expected to have native-level fluency and knowledge of Japanese language and culture.

### **Adult Education Teacher**

The adult education teacher instructs adult family members of current Keisho Center students and alumni in Japanese language and culture 120 minutes per instructional day. Students are placed by Japanese proficiency into the beginning or intermediate class. Each class has between 5-10 students. The teacher bases lessons on the communicative approach to language teaching and focuses on language the adult students can apply in their everyday lives. The teacher has the autonomy to create lessons suited to the particular needs of the students. The teacher is expected to have near-native fluency and knowledge of Japanese language.