

**Washington County School District  
Job Description**

**Job Title:** Chinese Cultural Enrichment Specialist  
**Department:** Elementary Education  
**Reports To:** Principal  
**FLSA Status:** Exempt  
**Salary Schedule:** TT  
**Prepared By:** Human Resources Department  
**Prepared Date:** 5/8/15

**SUMMARY**

Under the direction of the school principal, the Chinese Cultural Enrichment Specialist is responsible for facilitating the implementation of the program supporting the history, cultural and tradition of Chinese culture and the Mandarin language. This specialist will be an ambassador of Chinese culture within the entire school and local community by coordinating cultural activities for all interested individuals, parents of K-5 students and community members. Professional relations will be developed and maintained with other staff and parents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** may include the following. Other duties may be assigned. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position.

Provides learning experiences and teaches lessons to meet objectives by following the approved curriculum map provided by the District and the Utah Dual Language Immersion consortium, which follows the Utah State Core Curriculum.

Bridges the divide between immersion and non-immersion students by exposing Chinese culture to all students, including non-Chinese immersion students through classroom presentations and whole school activities scheduled into the school day.

Prepares and conducts meetings for any interested parents after school for those wanting to learn more of Chinese culture (parents of K-5, immersion and non-immersion students and community members).

Facilitates the learning of Chinese culture and language for students within classroom setting with active learning experiences in Mandarin Chinese for the purpose of engaging learners. Immerses students in the Mandarin Chinese (simplified) language, literature, history, and tradition and culture.

Coordinates cultural activities for the school community at large. These activities will reflect Chinese culture through games, music, dance, food, video, and cooking. These activities will be advertised to not only families living within the school boundaries, but to the entire community.

Works with WCSD Dual Immersion Coordinator in providing public relations opportunities introducing and supporting Chinese culture education.

Teach assigned elementary subjects exclusively using the Mandarin Chinese (simplified) language for the purpose of creating fluency in foreign language while teaching basic elementary subjects.

Develops and uses instructional materials suitable for verbal and/or visual instruction of students with wide range of mental, physical and emotional maturity.

Provides individual and group instruction designed to meet individual needs and motivate students.

Establishes and maintains standards of student control required to achieve effective participation in all activities.

Evaluates academic and social growth of students and keeps appropriate records.

Communicates with all parents and community through a variety of means.

Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.

Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.

Participates cooperatively with the appropriate administrator to develop action plans and goals based on a completed evaluation summary.

Selects and requisitions instructional materials; maintains inventory records.

Cooperates in school-wide supervision of students during out of classroom activities.

Participates in faculty committees and the sponsorship of student activities.

Provides accurate attendance information in accordance with the procedure established by the school where the teacher is assigned.

Cooperates with the custodian(s) for the general housekeeping needs in the area(s) for which the teacher is assigned.

Teachers are expected to dress in good taste and be well groomed, befitting to members of a respected profession. Cleanliness of self and attire, neatness, and attractive grooming are stressed and expected. Teachers should always dress in a manner that professionally sets them apart from students. Exceptions to the dress limitations are teachers of P.E. may wear shorts of modest attire during classes or other school approved special events or activities.

**SUPERVISORY RESPONSIBILITIES:** None unless otherwise specified by school principal.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree from four-year college or university.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Active Utah Early Childhood Education or Elementary Education or Secondary Education License required.

Must have or be eligible to obtain a World Language Endorsement for Chinese AND a Dual Immersion Endorsement.

**LANGUAGE SKILLS:** Must be Fluent in Mandarin Chinese (simplified) and English.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.