U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency	3a. Position Number
ABIDJAN	STATE	

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

[X] Yes [ ] No

4. Reason For Submission

[ ] a. Redescription of duties: This position replaces

(Position Number) C54876 , *(Title)* Language Instructor *(Series)* FSN-205 *(Grade)* 8

[ ] b. New Position

[X] c. Other *(explain)* Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	Language Instructor, FSN-205	8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)* Language Instructor, FSN-205	7. Name of Employee
8. Office/Section American Embassy, Post Language Program	a. First Subdivision Management
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee

Signature of Employee — Date *(mm-dd-yyyy)*

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Signature of Supervisor — Date *(mm-dd-yyyy)*

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head — Date *(mm-dd-yyyy)*

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer — Date *(mm-dd-yyyy)*

13. Basic Function Of Position

Teaches French to American employees and/or family members in accordance with language program guidelines. Conducts field classes in French using techniques, methods and training materials recommended by the Dept of State's Foreign Service Institute (FSI) or other approved materials. Teaches English to Embassy LE Staff. Assigns lessons, corrects improper pronunciation, improper tone patterns and faulty grammar/structure.

14. Major Duties and Responsibilities — 100 % of Time

70%

Prepares for and teaches French and English classes, ranging from beginners to advanced levels. Maintains accurate records of class attendance and submits to supervisor on a monthly basis. Assigns and corrects students' homework. Provides guidance and follow-up to self-study students.

10%

Designs, organizes, and conducts French immersion program and cross-cultural sessions.

(See Addendum 1)

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

University degree in liberal arts or closely related field is required.

b. Prior Work Experience

Minimum of three years of progressively responsible experience in positions requiring the application of instructional skills and techniques and effective communication with students to gain and hold their interest.

c. Post Entry Training

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level *(II, III)* and specialization *(sp/read)*.

Level IV (fluent) reading/wrtiting/speaking in both English and French is required.

e. Job Knowledge

Excellent knowledge is required of grammar, idioms, syntax and pronunciation of French and English languages.

f. Skills and Abilities

Ability to communicate effectively with students to evaluate their progress and to assist them in surmounting language learning difficulties. Level I typing. Knowledge of computer programs is required.

16. Position Element

a. Supervision Received

Receives direct supervision from the Post Language Officer

b. Supervision Exercised

None

c. Available Guidelines

Specific instructions from supervisor; approved teaching manuals, FSI Post Language Program guidance and procedures.

d. Exercise of Judgment

Considerable judment is required in determining level of alnaguage skills as well as progress of students to determine readiness for formal testing or placement in another class.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Contact with all Mission employees and family members.

g. Time Expected to Reach Full Performance Level

3 months

Addendum 1

5%

Designs and prepares the annual FSI-funded Post Language Program (PLP) proposal and budget, and submits post language program reports as needed.

5%

Conducts initial interviews and administers diagnostics tests for aptitude to determine language level for class placement. Conducts French field tests, following FSI's guidance and procedures. Schedules reviews of subject matter and conducts tests to determine and monitor students' progress. Advises supervisor on a monthly basis of students' progress and suggests transfer of students to other classes if their progress and language level clearly differs from other class members.

5%

Conducts end-of-year tests, provides students with end-of-training transcripts and prepares for a "Diploma Ceremony" for students at the end of the year.

5%

Is responsible for maintaining and language lab and the language materials library; lends out books, tapes, DVDs and other language materials.