

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

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

<b>1. POST</b> U.S. Embassy Ashgabat	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> A54402
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**  Yes  No

**4. REASON FOR SUBMISSION**

- a. Redescription of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- b. New Position
- c. Other (explain) \_\_\_\_\_

<b>5. CLASSIFICATION ACTION</b>	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority MO	Language Instructor, FSN-205	07	JWL	09/15/2010
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Russian Language Instructor	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b>	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
_____ Typed Name and Signature of Employee	_____ Typed Name and Signature of Supervisor
_____ Date(mm-dd-yy)	_____ Date(mm-dd-yy)

<b>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.</b>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>
_____ Typed Name and Signature of Section Chief or Agency Head	_____ Typed Name and Signature of Admin or Human Resources Officer
_____ Date(mm-dd-yy)	_____ Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Incumbent uses Foreign Service Institute (FSI) teaching methods and materials as well as other resources to teach language (formal and informal sessions) to American Staff at all levels. The instructor also plans and implements language and cultural immersion activities in the community.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **100 % OF TIME**

Prepares and presents language materials for use by students according to specific curricular requirements. Conducts classes in Russian using the techniques, methods and training materials provided by the Department of State's Foreign Service Institute. Corrects students' errors by example or explanation. Instructs in all skills (reading, pronunciation, conversation) and at all levels through the entire range of course curriculum, covering all aspects of phonology, grammar, and semantics, using explanations in the target language to answer student questions. Conducts guided and free conversation on topics germane to students' professional needs and interests

and within the limitation of the course, and presenting reading material for discussion, translation, and analysis at all levels as appropriate. Instructs full range of students, including those for whom standard course materials are inappropriate; gears instruction to students' professional and personal needs. Schedules review of subject matter and tests to determine students' progress.

Responsible for giving out books to students and collecting them prior to students' departure.

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** College or university studies (at least two years of full-time post secondary study) in education, teaching/training, or liberal arts is required.
- b. **Prior Work Experience:** Minimum three years of progressively responsible experience in positions requiring the application of instructional skills, processes, and techniques is required.
- c. **Post Entry Training:** Training in FSI Language procedures as needed.
- d. **Language Proficiency:** Level IV (Fluency) Speaking/Reading/Writing English is required. Level IV (Fluency) Speaking/Reading/Writing Russian is required.
- e. **Job Knowledge:** Knowledge of language training methods, concepts, methodologies and techniques. Excellent knowledge of grammar, idiom, syntax and pronunciation of Russian and English is required. Knowledge of the State Department FSI Language training methods and techniques. Knowledge of host country's teaching resources and educational system. Good knowledge of host country's culture and social environment. Must know how to use MS Windows and MS Office applications. Must know how to use the Internet for research purposes.
- f. **Skills, and Abilities:** Must be able to constantly adjust rate of coverage and level of material taught, depending on students' abilities and needs. Ability to communicate effectively with students. For more advanced classes researches and adapts teaching material. Must be able to use standard computer software (Microsoft Word, Excel, etc.) as well as authorized language training software.

#### **16. POSITION ELEMENTS**

- a. **Supervision Received:** Reports directly to Post Language Officer. Receives guidance/instructions from the Human Resources Officer.  
**Supervision Exercised:** None
- b. **Available Guidelines:** Post language policy, FSI and post training program, training material, relevant 3 FAM regulations, relevant State cables and directives.
- c. **Exercise of Judgment:** Expected to exercise good judgment in identifying students' level and potential, identifying individuals' needs and limitations, and changing teaching strategy accordingly. Expected to deal with difficult students with patience.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level, and Purpose of Contacts:** All direct-hire Americans, their family members, MSGs (language students). Contact with other language professionals and FSI to obtain or exchange information on teaching techniques and methodologies.
- f. **Time Expected to Reach Full Performance Level:** Six months.