

# ELEMENTARY SCHOOL SPANISH TEACHER

## Job Description Fairmount Campus

**REPORTS TO:**     **The Principal**  
                          **Part-Time**

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### Qualifications:

- A minimum of a Bachelor's degree from an accredited college or university
- Teacher Certification (or plans to work towards obtaining certification)
- Desire to work in a multi-racial, urban, Christian School
- Teaching experience
- A commitment to Christ, urban Christian education, and relentless in pursuing academic excellence as biblical principles are integrated throughout the curriculum.

### **A. Academic**

- Teaches content and skills in Spanish language and culture
- Adapts English material and methods to develop relevant sequential assignments and lesson plans that guide and challenge students.
- Providing interactive and meaningful learning material to students, maintaining positive learning environment for active participation of students, assigning homework, and conducting class tests for analyzing their progress
- Implementing and delivering quality instruction to students and executing the instructional program by demanding higher order thinking activities from students in a progressive manner
- Establishing clear objectives for all lessons, units, and projects, and communicate those objectives to students
- Designing the curriculum that challenges the learning ability of students and ensuring overall development of language
- Preparing home assignments and test materials, evaluating the tests' results, and creating innovative methods of teaching as per the students' varying backgrounds, learning style, and grasping power
- Encourages students to think independently and to express original ideas.
- Evaluates each student's progress in meeting the course standards for Spanish skills (listening, speaking, reading and writing).

### **B. Administrative**

- Attend all staff meetings, retreats, team meetings, and serve on committees and teacher duties as required
- Attend and participate in faculty devotions
- Attending professional development trainings, In-services, educational conferences, and workshops in order to maintain and improve professional competence *((Sept.-Aug.))*
- Attend important school gatherings such as: Parent Orientation Night
- Maintaining accurate and complete student records as required
- Updating student data base on a weekly or biweekly basis
- Performs any other related duties as assigned by the Principal or other appropriate administrator.

- Optimizing the use of Internet and other interactive technology for strengthening and supporting instructional programs
- Establishing and maintaining a healthy relationship with students, parents, and other working staff members, managing the students' behavior in the classroom and the school premises, and implementing appropriate behavior management program
- Maintaining the students' progress reports, identifying areas of weakness in the student for their overall improvement in studying habits, behavioral issues, and organizational skills