



High School Spanish Teacher

Position Profile

A Secondary Spanish Teacher instructs students in Spanish, supports our school's mission, and executes essential teaching duties. The teacher is committed to professional learning and student growth.

General Responsibilities

Planning and Preparation

- Maintains accurate records of student performance, and reports student progress to parents and/or legal guardians.
- Uses instructional techniques, materials and media consistent with the needs and capabilities of the student(s) involved.
- Follows and develops curriculum guides and creates instructional resources for use in the classroom.
- Demonstrates evidence of planning through written lesson plans.
- Contributes to departmental development of curriculum and course of study.
- Develops testing/examination criteria to assess that students have acquired the necessary understanding to meet objectives.

Classroom Environment

- Maintains a class environment where each child is considered a worthy individual.
- Maintains discipline that will provide an environment for learning and insure the protection of students, equipment, materials, and facilities.
- Maintains a professional relationship with students and creates a positive educational climate for all students to learn in.
- Maintains a neat and professionally attractive classroom atmosphere.



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Instruction

- Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
- Diagnoses the learning needs of students on a regular basis and gears instruction to address their identified needs.
- Meet course and school wide student performance goals.
- Create projects designed to enhance instruction.

Professional Responsibilities

- Satisfactorily completes reports, assignments and record keeping activities on time.
- Maintains accurate and complete records in accordance with school policies.
- Fulfills commitment to students by carrying out the intent of designated responsibilities as assigned by the principal
- Maintains a positive working relationship with colleagues and parents.
- Maintains confidentiality regarding student progress.
- Demonstrates the physical and mental requirements for teaching assignments.
- Supports student activities and extracurricular events.
- Attends faculty, in-service, and other professional meetings.
- Be available to students and parents for education-related purposes outside the instructional day when needed.
- Seeks to understand the family and home situation of each child.
- Work with program coordinators to ensure school initiatives are being met.



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Administration

- Reports to Secondary Principal

Personal Characteristics and Skills of Applicant

- Positive attitude
- Independent worker and team player
- Willing to attend training sessions
- Strong classroom management skills
- Born again Christian

Qualifications

- Bilingual in Spanish and English (Advanced-high to Superior level in Spanish if not a native Spanish speaker) Ability to teach Spanish I-IV
- Strong English language skills are required for English grammar instruction
- Able to teach English grammar literacy skills for a portion of each day
- Valid Michigan Teaching Certification
- Bachelor's degree in Education (minimum)
- Personal resume
- Transcripts or verification of degree