

Job description

Substitute Spanish Immersion Teacher

Part Time Position:

Qualifications:

- Bilingual in Spanish and English: Advanced-high to superior level in Spanish if not a native Spanish speaker
- Strong English language skills 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

Desirable Traits and Attitudes:

- Positive attitude
- Independent worker and team player
- Willing to attend training sessions

Responsibilities (by Area)

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 create 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 create a positive educational climate for all students to learn in.
- Maintains a neat and professionally attractive classroom atmosphere.

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.
- Develop professional relationships with other agencies and programs.
- Work with program coordinators to ensure school initiatives are being met.

Job Type: Part-time

Schedule: Monday to Friday

COVID-19 considerations:

Following CDC and Oakland County Health Division guidelines.

Education:

- Bachelor's (Preferred)

Experience:

- Teaching: 1 year (Required)

Language:

- Spanish (Required)

License/Certification:

- Michigan Teaching Certification (Required)

Work Location: One location