



Position Title:	Spanish Teacher
Reports To:	Principal
Supervisory Responsibilities:	N/A
Status:	Exempt Salaried Part-time 10 months
Hours:	10 to 12 per week (classes held on 2 or 3 days)
Benefits Eligibility:	Not eligible

Summary Description:

The teacher will have responsibility for implementing our Spanish program. Students in grades 1 through 6 have Spanish once per week. The teacher will teach 12 classes total (2 per grade). Classes can be scheduled on two full days (preferably Wednesday and Friday) or three shorter days. The position is intended to work 10-12 hours total per week. The program builds from introductory Spanish in grade 1 to conversational Spanish in grade 6.

Essential Functions:

- Create and implement unit plans for each grade level.
- Carefully design Spanish lessons with clear objectives and varied forms of assessment.
- Maintain student grades and records.
- Implement a positive approach to classroom management.
- Communicate with parents and colleagues regarding student progress and mastery.

Qualifications:

- Spanish fluency
- Strong communication and interpersonal skills
- Prior teaching experience or work with elementary children
- Bachelor's degree preferred
- Highly motivated and self-directed
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public
- Ability to work effectively with an ethnic, cultural, and diverse student population

- Must have the ability to work in a school environment by successfully passing the state mandated Criminal Offender Record Information (CORI) check
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and a condition of employment

Physical Qualifications:

- Standing/sitting for long periods of time
- Bending, lifting (up to 50 lbs.), pushing, kneeling, crouching, crawling, stooping (if applicable)
- Use of hands and fingers for manipulation and using tools
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Ability to perform physical labor such as moving fixtures, equipment, lifting, and carrying items of weight (if applicable)
- Carrying materials and equipment

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.