

SPANISH TEACHER JOB DESCRIPTION

Position Summary:

As a Spanish Teacher, you must possess native or near native fluency in Spanish; teach language, literature, writing and other core subjects to students; established individual performance goals; have good student management skills; work with other team members and administration.

Education:

Highly Qualified teacher requirements for this position includes having a Bachelor's Degree.

Must have passed the PLACE or PRAXIS exam in Spanish.

Essential Duties and Responsibilities:

Non-English speaking teachers must become bilingual and be able to work effectively in a multiethnic setting. Must have knowledge of literacy strategies in the native language, comply with the national standards for second language acquisition as outlined by NATFL, and be able to teach Colorado Academic Content Standards of mathematics, science and social studies at the elementary level.

Integrated and trans-curriculum lesson planning in collaboration with your teaching team; meeting daily and/or weekly for reporting student progress based on data, curriculum evaluation and design, teaching strategies, preparation of materials, and other issues that impact lesson plans and student achievement.

Create a positive and effective school and classroom environment that supports the School's philosophy and goals and meets students' individual needs, supporting differentiated learning. This also includes creating routines, rituals and celebrations that support a sense of class and school community as well as student self-esteem and increasing independence/self-sufficiency.

Carry out daily formal or informal assessments of student achievement via various instruments, observation check lists, rubrics, testing tools, and student portfolios, and documenting student achievement through these instruments.

Integrate the assessment to design appropriate lesson planning and effective teaching strategies to accommodate diverse student needs and learning styles.

Participate in ongoing staff development that supports the curriculum and differentiated instruction, as well as the hands on problem based language approach; pursuing advanced studies, certifications, and/or endorsements in bilingual, cross cultural and language diversity education.

Supervise and support the paraprofessionals assigned to the classroom. Offer recommendations, kudos, and informal assessments for their professional development. Communicate clearly, preferably in writing, what your expectations are.

Maintain accurate attendance and other student records, including report cards, permanent records, etc. Assess and report any special needs and/or services the student may require in a timely fashion. Follow the law in reporting immediately any suspected child abuse.

Maintain the highest level of student and colleague right to privacy Guidelines (and refrain from any form of gossip or backbiting). Maintain strict confidentiality of your personal and others private (personal) or personnel information.

Be a role model of respectful behavior at all times.

Carry out student placement assessments before the academic year commences. Meeting and interviewing students and parents. Assisting in the best placement of all students.

Work closely with the administration and maintaining excellent communication with parents and supporting public relations.

Attend school activities and supporting the school community. Assisting whenever possible in school events and fund raising projects.

Perform other duties as requested.