



## **Pre-K - 4th Grade Spanish Teacher Position Description**

The mission of St. Barnabas Episcopal School is to empower each student to achieve academic and moral excellence in a faith-filled environment based on God's Word.

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Reports To: Head of School

Length of Assignment: 10 months

Position: Part-Time

### **Primary purpose:**

To implement a flexible early learning and elementary Spanish program with a highly nurturing and interactive classroom environment. To establish an effective rapport and relationship with students. To motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for middle school foreign language education. To provide innovative student-centered learning initiatives building 21st Century Skills. To establish effective relationships and communications with parents and other staff members. To support and further the school's Episcopal identity as well as be involved in the Christian education and spiritual formation of the students.

### **Responsibilities:**

Duties of this job include, but are not limited to:

- Teaches Spanish to students in a classroom, plus other appropriate learning activities.
- Instructs students in citizenship, character development, servant leadership, and basic subject matter.
- Develops lesson plans and instructional materials and provides individualized, small group, and differentiated instruction in order to adapt the curriculum to the needs of each student.
- Uses a variety of instructional strategies, such as inquiry, group discussion, lecture,

discovery, etc.

- Includes Project Based Learning and integrated learning opportunities related to each unit to provide authentic language experiences.
- Provides a sequential language learning experience to students that is congruent to their developmental needs and presents ideas through both auditory and visual means.
- Relates content in the Spanish curriculum to what is being taught in the regular classroom to activate prior knowledge.
- Integrates opportunities for developing and understanding Communication, Cultures, Connections, Comparisons, and Communities within the linguistic goals for students.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of student behavior needed to achieve a highly effective and functional learning atmosphere in the classroom.
- Evaluates students' academic and social growth, keeps appropriate written and electronic records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintains professional competence through in-service education activities provided by professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.
- Selects and requisitions books and instructional aids; maintains required inventory records.
- Supervises students in out-of-classroom activities during the school day.

- Administers group standardized tests in accordance with the school's testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of student activities.

**Qualifications:**

- Bachelor's degree in education required or a related subject from an accredited university/college
- Professional teaching certificate
- Minimum 2-3 years of full-time teaching experience preferred
- Gifted and Talented Endorsement preferred
- ESOL Endorsement preferred
- Bilingual: fluent Spanish and English speaking and writing required
- Familiarization with GSuite (Google Apps), Chromebooks, Apple products, and the integration of this technology in a classroom setting.

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