



**Job Title: Middle School (MS) Spanish Teacher**

Position Title: US Spanish Teacher	Reports to: Head of Middle School
Job Category: Professional	FLSA: Exempt
FTE: 1.0	Current Date: January 2023

**General Summary:** Provides instruction and support to Middle School world language students through innovative instruction for Spanish language acquisition and competency, in alignment with the School’s curriculum goals. Leads students towards fulfillment of their potential for intellectual, emotional, social, and physical growth and maturation. Performs complex professional work while motivating students to develop skills in the subject area of the Hispanic and Latin American culture and language.

**Essential Duties and Responsibilities:**

- Increases the academic performance of all students in Spanish by creating a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Plans instruction consistent with the School’s approved curriculum in Spanish and the World Language Program.
- Creates a supportive learning environment for all students that encourage social interaction, active engagement in learning, and self-motivation.
- Differentiates instruction in mixed ability classrooms.
- Diagnoses, intervenes, monitors, and adjusts instruction.
- Collects, analyzes, and reports data.
- Works collaboratively with the world language team to advise, plan, and implement effective lessons and interventions.
- Prepares for classes as assigned and shows evidence of lesson preparation upon request.
- Establishes appropriate plans for substitute teachers.
- Develops appropriate formative and summative assessments to guide instruction and assess student learning.
- Provides regular feedback to students and parents, and uses assessment data to make instructional decisions.
- Works collaboratively with administrators to strengthen the Middle School curriculum.
- Initiates, implements, and coordinates a variety of program components which will further enrich the School’s World Language Program.
- Completes other tasks as deemed appropriate by Administration.

**Knowledge, Skills and Abilities:**

- Strong content knowledge in Spanish language education, including best teaching practices
- Ability to interpret data in order to improve student learning, and follow World Language best practices
- Strong classroom management skills with the ability and desire to work with a diverse student body
- Ability to work collaboratively with others and maintain positive professional relationships
- Excellent writing and communication skills
- Excellent organizational skills with a strong degree of self- direction and motivation
- Energetic and enthusiastic

- High level of maturity, confidentiality, and assertiveness
- Capable of competently operating technology

**Education and Experience:**

- Bachelor’s Degree in Spanish or Spanish Education; Master’s Degree preferred
- 3-5 years teaching experience

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.		X		
Lifting/pulling/pushing up to 5-25 lbs. (i.e. boxes of books and mobile computer carts, etc.)		X		
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

**Working Conditions:** Great working conditions in a school environment

**Drug Free Workplace:**

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace Policy.

**Disclaimer:** *The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding the position perform additional duties and additional duties and rules may be assigned.*