Position: Lower School Spanish Teacher

Department: Lower School

Supervisor: Director of Lower School and Summit

Position Summary:

The Lower School Elementary Spanish Instructor reports to his/her prospective Division Director.

General Duties

- They instill a love of language acquisition in our students.
- Teach the Spanish language and culture.
- Accept assignments and duties as determined by the Division Director, including study halls and various halls, lunch, and after-school patrols.
- Arrive punctually and leave after the official school day.
- Being punctual assumes being prepared for classes.
- After-school availability is assumed to assist students and meet with teachers, parents, and/or administrators.
- Dress professionally
- Recognize that extra-curricular activities are essential to students and teachers. Students appreciate their interest in these activities.
- Recognize the importance of appropriate relationships with parents.
- Professional attitude must be maintained but ought to be mixed with informal exchanges that are pleasant and respectful.
- Understand the parent consumer attitudes towards their school and their needs to see positive academic and social growth in their students.
- Be personally and professionally aware of our school-aged students' emotional and intellectual stages.
- Support their achievements, correct their mistakes, and recognize their uncertainties and fears.
- Integrate technology into all aspects of the curriculum.
- Utilize technology to increase productivity, efficiencies, and efficiency (including email, word processing, presentation, and communication software)
- Perform other duties as assigned by the Division Director or the Head of School.
Acknowledgment
I understand the responsibilities and competencies of the Lower School Spanish position.

Employee signature  Date

The School has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position description and/or assign tasks for the employee to perform, as the School may deem appropriate.