

CARDIFF SCHOOL DISTRICT ELEMENTARY SPANISH TEACHER

DEFINITION:

Under the general supervision of the Principal, is responsible for planning, developing, and instructing an effective introductory Spanish language program for elementary students that supports the CA World Language Content Standards and helps students grow in their understanding, communication, enjoyment, and cultural appreciation of the Spanish language.

TYPICAL DUTIES:

- Plans, monitors, and adjusts instruction
- Design engaging learning experiences for all students that incorporate the CA World Language Content Standards
- Include a repertoire of instructional strategies
- Demonstrate knowledge of subject matter content and student development by organizing curriculum to maximize student understanding
- Engage and support all students in learning by using a variety of instructional strategies and resources to respond to students' diverse needs and by engaging students in problem-solving, critical thinking, collaboration, and communication
- Plan, communicate and carry out effective instruction to maximize learning for all students
- Provide individualized and small group instruction when needed in order to adapt the curriculum to the needs of each student
- Create and maintain, with assistance from students, a functional, effective, comfortable, and attractive learning environment
- Establish and maintain standards for student behavior, managing routines, transactions, and instructional time effectively
- Cooperate with other staff members in identifying and meeting student needs
- Cooperate with Principal and staff in providing and supporting programs, events, and activities as needed
- Collaborate and communicate with grade-level teams to ensure cohesive instructional planning
- Participate in staff meetings and District professional development and serve on various school committees as assigned
- Performs other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, practices, theories, and standards pertinent to the specific assignment
- Basic instructional methods and techniques
- Skills aligned with grade-level practices
- Classroom management techniques and appropriate disciplinary actions

- Health and safety practices
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Operation of office equipment and other equipment pertinent to the specific assignment

Ability to:

- Communicate effectively both orally and in writing in both English and Spanish
- Provide effective instruction to small or large groups of students in a learning environment
- Monitor and discipline student behavior according to approved policies and procedures
- Understand and follow oral and written instructions
- Maintain a safe, clean, and orderly learning environment
- Learn the procedures, functions, and limitations of assigned duties
- Communicate effectively with children and adults
- Work well with students, school staff, parents, and others
- Exhibit strong interpersonal skills using tact, patience, and courtesy
- Exhibit strong organizational skills
- Operate instructional and office equipment, including computers, and associated software
- Play and teach musical instruments pertinent to the specific assignment

EDUCATION AND EXPERIENCE:

Valid California Single Subject Teaching Credential (Spanish) or World Languages: Spanish
Prior successful experience as a classroom teacher is desirable.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

WORK ENVIRONMENT:

The noise level in work environment varies. Work is predominantly in a classroom environment.