

Pantego Christian Academy

Position Title: K-8th Spanish Teacher
Date Modified: March 2026
FLSA Classification: Exempt
Duty Schedule: 10 months
Reports To: Elementary & Middle School Principals

Position Purpose: The Spanish Teacher is responsible for creating a vibrant, immersion-based classroom environment where students develop linguistic proficiency and cultural empathy. Beyond instruction, the teacher will integrate a Biblical worldview into the curriculum, helping students understand how language and culture reflect the diversity of God's kingdom.

Essential Functions

- Actively participate, update, and contribute to the school improvement plan.
- Develop lesson plans that emphasize the four key skills: listening, speaking, reading, and writing.
- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Believe and actively support the Academy's Statement of Faith and Lifestyle Statement.
- Participate in departmental and divisional meetings.
- Keep personnel records, certifications, and other required information up to date.
- Follow the school's policies and procedures outlined in the Employee Handbook.
- Provide input and recommendations for administrative and managerial functions in the school.
- Satisfactory attendance and punctuality are conditions of employment.
- Contribute to the general improvement of Pantego Christian Academy.
- Incorporate authentic cultural resources (music, literature, and media) from across the Spanish-speaking world.

Instruction

- Integrate biblical principles and the Christian philosophy of education throughout the curriculum.
- Demonstrate mastery of the subject matter.
- Use effective teaching techniques to achieve curriculum goals and promote student learning.
- Teach classes as assigned and scheduled by the administrator.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his or her best work.
- Employ a variety of instructional aids, methods, and materials (including technology) that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional, and creative.
- Plan, through approved channels, the balanced use of field trips, guest lecturers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- Participate in curriculum development programs.
- Keep current in the subject area and instructional methods with continuing education.
- Maintain a learning environment in the classroom to guide and stimulate students to achieve their greatest potential.
- Maintain grades and records of conferences with parents, including disciplinary actions, and other records as determined by administration.

- Prepare lesson plans to achieve objectives per the curriculum and submit to the Principal.
- Keep students, parents, and the administration adequately informed of student deficiencies and give sufficient notice of failure.

Service

- Actively promote and participate in school activities.
- Serve in areas deemed necessary by the administration.
- Model servant leadership for the students and parents.
- Willing to come early and stay late as necessary.
- Provide input and recommendations for administrative and managerial functions in the school.
- Attend and participate in scheduled devotional, committee, and faculty meetings.
- Contribute to the general improvement of Pantego Christian Academy.

Relationships

- Demonstrate a positive attitude toward all situations and relationships.
- Communicate with parents and students consistently and in accordance with all policies of Pantego Christian Academy.
- Willing to help and mentor other teachers.
- Demonstrate active listening engagement and empathy during meetings with parents and students.
- Exercise friendliness and consideration, treating students without partiality.
- Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.

Spiritual Leadership

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

Education and Experience

- Minimum: Bachelor's Degree from an accredited school
- State Teacher Certification or ACSI Certification preferred

Skills and Qualifications

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.

- Recognize the need for, and demonstrate, confidentiality regarding sensitive matters, such as students and teachers.
- Submit respectfully and be loyal to constituted authority.
- Use grammatically correct English in written and oral communication; speak with clear articulation.
- Recognize the need for good public relations; represent the school favorably and professionally to its constituency and the general public.
- Demonstrate an appreciation and understanding of the uniqueness of the local community.

Physical Requirements

- Regularly stand, talk, hear, and interact with students.
- Be able to occasionally lift to 30 lbs.
- Regularly uses close and distance vision.
- Turn, bend, and reach for teaching tools.
- Maintain professional appearance (as outlined in the Employee Handbook).