

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Elementary Spanish Language Teacher (K-5)

PRIMARY FUNCTION:

Serves the elementary school under the direction of the principal. The teacher is expected to provide for a foreign language educational program for and supervision of pupils in grades K-5 or a combination of thereof and assists in other school programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Teaches knowledge and skills in the Spanish language to elementary students utilizing the course of study prescribed by the District approved curriculum.
- Develops student understanding and appreciation of culture of countries where Spanish language is spoken.
- Adapts curriculum to the needs of the students with varying intellectual abilities, and to accommodate a variety of instructional activities.
- Evaluates each student's progress in aural comprehension, speaking, reading, and writing the Spanish language in relationship to the level being taught, and prepares progress reports.
- Establishes and maintains standards of student behavior required to provide an orderly and productive environment.
- Instructs students in proper care and use of materials and organizes storage areas and controls use of materials, to prevent loss or abuse.
- Selects and requisitions instructional materials, books, etc., and maintains inventory records.
- Maintains professional competence through in-service education activities provided by the District and/or self-selected professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with District guidelines.
- Communicates with parents, elementary counselor, and principal on student progress.
- Cooperates in school-wide supervision of students during out-of-school activities.
- Participates in faculty and/or District committees and the sponsorship of activities.

DIRECTLY RESPONSIBLE TO: Elementary School Principal

MINIMUM QUALIFICATIONS:

*Possession of a valid California Teaching Credential authorizing service in the elementary grade level and subject area assigned.

Education:

Bachelor's degree, including all courses needed to meet credential requirements.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Personal Qualities:

Appearance, grooming, and personality which establishes a desirable example for pupils. Ability to meet District standards for physical or mental health. Above average recommendations from supervisors or other professional who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation