



## **NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT**

### **Job Description**

<b>Position:</b>	Spanish Instructor
<b>Qualifications:</b>	State of Delaware Certification in Spanish
<b>Reports to:</b>	Assistant Principal
<b>Job Goal:</b>	To plan for and implement an instructional program for students in Spanish classes.

#### **Performance Responsibilities:**

1. Prepare and implement lesson plans appropriate to curriculum and school policy.
2. The maintenance of all records, including attendance and grade reporting.
3. Provide student supervision and classroom management.
4. Prepare activities for students to read, write, listen to and speak Spanish. Secure audio-visual materials to compliment lessons being taught.
5. Become acquainted with and adhere to the student handbook and district policies.
6. Assist with the requisition of materials and equipment for implementing the instructional program.
7. Maintain communication with students, parents, and staff members.
8. Perform other tasks assigned by the supervising Assistant Principal.
9. Participate in professional development opportunities.