

Job Title: Spanish Teacher**Exemption Status/Test:** Exempt/Professional**Reports to:** Principal**Date Revised:** 3-27-24**Dept./School:** Assigned Campus

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

PRIMARY PURPOSE:

Instruct students in a variety of Spanish classes at Secondary level in both English and Spanish language. Prepare student lessons in English and Spanish utilizing exercises and activities that assist in Spanish language acquisition. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree from accredited university
Valid Texas teaching certificate in LOTE

Special Knowledge/Skills:

Knowledge of subjects assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Instruct students in a variety of Spanish classes at Secondary level in both English and Spanish language.
2. Prepare student lessons in English and Spanish utilizing exercises and activities that assist in Spanish language acquisition.
3. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
4. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
5. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
6. Teach Spanish grammar, pronunciation, spelling, vocabulary, composition, and dialogue. Expose students to Spanish literature and Latin American history and culture.
7. Teach courses that include both teacher-focused and student-focused scenarios pertaining to Spanish.
8. Communicate naturally without miscommunication both oral and written in English and Spanish with accuracy and fluency using correct structures, expressions, basic and academic grammar/vocabulary.
9. Enforce classroom rules, communicate with parents, and prepare students for standardized tests and grade papers.

10. Manage student behavior in accordance with Student Code of Conduct and student handbook.
11. Respond patiently to students when they struggle with work material and activities. Develop activities that are tailored towards improving the students' ability to learn in a bilingual setting.
12. Assess and evaluate student performance and learning in accordance with specified guidelines and reporting evaluations to the principal and students' parents.
13. Determine special needs of students and recommend appropriate measures to address these needs; conduct assessment of student learning styles and use results to plan instructional activities.
14. Collaborate with teacher assistants and special education teachers effectively to determine instructional goals, objectives, and methods according to district requirements, as well as to discuss students' needs with parents and administrators.
15. Plan and supervise assignments of teacher aide(s) and volunteer(s).
16. Use technology to strengthen the teaching/learning process.
17. Help students analyze and improve study methods and habits.
18. Conduct ongoing assessment of student achievement through formal and informal testing.
19. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
20. Be a positive role model for students and support the mission of the school district.
21. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
23. Assist in selection of books, equipment, and other instructional materials.
24. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
25. Maintain a professional relationship with colleagues, students, parents, and community members.
26. Participate in staff development activities to improve job-related skills.
27. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
28. Compile, maintain, and file all reports, records, and other documents required.
29. Attend and participate in faculty meetings and serve on staff committees as required.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s).

WORKING CONDITIONS:

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 will be made if necessary:

Mental/Physical Demands:

Maintain emotional control under stress. While performing the duties of this job, the employee is regularly required to sit, stand, and move throughout the facility. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting. Physical intervention may be required at times to manage student behavior; normal classroom environment as well as inside and outside duties.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

_____ Date

_____ Date