



bayarea
CHRISTIAN SCHOOL

Job Description

Position: Elementary / Junior High Spanish Teacher (Grades 2-8)

Classification: Full Time, Exempt

Primary Reporting Relationship: Elementary Principal

Secondary Reporting Relationships: Junior High Principal; Head of School

Ministry Areas: Bay Area Christian School

Interfaces: Students, parents, administrators, staff, other stakeholders as appropriate

Mission: Providing quality Christian education impacting lives for now and eternity.

Profile: Our organization has a culture lead by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Job Purpose: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. The Elementary and Junior High Spanish Wheel Teacher will work in conjunction with the Foreign Language Department and both divisions to provide an elective/wheel type of class to present students with the opportunity to engage in the foreign language of Spanish.

Major Responsibilities:

General Responsibilities:

- Reflect the purpose of the school which is to honor Christ in every class and in every activity
- Maintain a clean, attractive, well-ordered classroom
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- 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/her best work
- Enforce rules of conduct by keeping proper discipline in the classroom and on the school premises for a good learning environment
- Prepare lesson plans for each assigned class. These are due in the secondary office before leaving on Friday before the week they will be taught
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities
- Represent the school in a favorable and professional manner
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration
- Lead students to a realization of their self-worth in Christ
- Present lessons in the most interesting manner possible, using a variety of methods; lecture, technology, etc.
- Conduct ongoing assessments of student learning and use results to plan and implement instruction

- Provide quizzes/tests/exams over subjects taught and keep an accurate record of grades. Teachers, not students, should grade tests and major exams.
- Know the procedures and instruct students in dealing with issues of an emergency nature including procedures for fire, storm, and lock down drills
- Assist with extra-curricular events such as field trips, clubs, sports events, and student programs
- Attend and participate in daily prayer meetings, in-service, retreats, and committee, faculty, and Parent/Teacher meetings
- Accurately post grades on time for the office to complete report cards after the 9th week of the quarter
- Post grades for each student weekly. After the fourth week of each quarter the grade level office will email progress reports
- Meet with parents to review their student's progress as needed. Notify parents of student problems as soon as they are noticed
- Make a report of each conference and turn it in to the principal to be placed in the student's file. Attend Parent-Teacher Fellowships.
- Utilize educational opportunities and evaluation processes for professional growth
- Perform any other teaching-related duties that may be assigned by the administration
- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school
- Participate in musicals for applicable grades and events
- As a teacher of an elective/wheel class, expect to travel from class to class as a norm
- As an AM Greeter, the expectation is to be outside, welcoming students from 7:40 am – 8:10 am each morning school is in session
- Help in the afternoon with student release as needed

Spanish Instruction Responsibilities:

- Basic vocabulary for all students
- Basic conjugation for upper level students (5th, 6th and 8th graders)
- Interactive dialogue for all students with progressive difficulty for older students
- Spanish culture and historical projects: letters, history, food, and traditions
- Spiritual emphasis through the Spanish language: songs, verses, presentations, etc.
- Manage, utilize, prepare, and refine the Spanish curriculum in Curriculum Trak

Required Skills and Abilities:

Minimum bachelor's degree, and at least 24 hours of coursework in Spanish

Physical Requirements:

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. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of

forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the **Elementary and Junior High Spanish Teacher** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name_____

Date_____

Employee Signature_____

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