

## Spanish Teacher Job Description

New Life Christian School is seeking a Spanish Teacher for the 2023-2024 school year. The Spanish Teacher will have experience and be comfortable teaching Spanish grammar, pronunciation, spelling, vocabulary, composition, and dialogue. The teacher will expose students to Spanish literature and Latin American history and culture.

### Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe and actively support the school's statement of faith
- Be a Christian role model in attitude, speech, and actions towards others
- Actively participate in a local Bible-believing church
- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them to help them grow in their faith

### Professional Qualities

- Hold a bachelor's degree in education or from an accredited post-secondary institution
  - A degree in Spanish is preferred
  - Minimum of one to two years teaching Spanish
- Hold an ACSI certificate or be willing to participate in a program to complete the requirements for certification in a specified period
- Demonstrate technology skills in Microsoft Office and Google Suite

### Educational Qualities

- Teach classes as assigned, following the prescribed scope and sequence as scheduled by the administration
- Plan broadly through the use of semester and quarterly plans and objectives using the FACTS Student Information System
- Regularly assess students' learning and provide progress reports, as required
- Provide an effective classroom management system
- Maintain regular and accurate records to meet the demands for a comprehensive knowledge of each student's progress
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities
- Respond promptly to parent complaints and parent requests for help with information
- Participate in formal and informal parent-teacher conferences
- Know the procedures for dealing with emergencies in the classroom and school
- Participate in continuous professional development through professional reading, college coursework, in-services, workshops, and training
- Participate in beginning-of-year staff orientation, staff devotions, and parent/teacher fellowship meetings

### Physical Demands

- The school is a multi-level facility, which requires the teacher to negotiate flights of stairs regularly and walk around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the skill of hands and fingers to operate office equipment, and lift at least 25 pounds
- On occasion, the teacher must be able to work longer hours than a typical day for events such as back-school night, parent-teacher conferences, team meetings, open houses, graduation or other meetings/ functions in the evening.

In order to be considered for a position, we require a completed application form, which can be found on our website: <https://www.newlifecs.org/about/employment-opportunities/>