

Secondary Spanish Teacher Grades 9-12

Position Purpose

Under the general supervision of the School Principal and Academic Dean, to develop students' knowledge, skills and abilities in comprehending, speaking, reading and writing Spanish, and to develop an understanding and appreciation of the native culture of the countries where the language is the primary means of communication.

Essential Functions

- Develops and administers foreign language education curriculum consistent with school district goals and objectives.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develops lesson plans and instructional materials and translates lesson plans into learning experiences to develop pertinent sequential assignments, challenge students, and best utilize the available time for instruction.
- Teaches knowledge and skills in a language other than English, including comprehension, grammar and syntax, sentence and paragraph structure, composition, vocabulary and proper word usage, colloquialisms, communication and translation of literature.
- Develops student understanding and appreciation of the cultures and mores of countries where the language is the predominant or a major means of communication.
- Works with students and others to prepare materials for inclusion in literary publications, contests, etc.
- Conducts ongoing assessment of student learning and progress, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other professional staff members, especially within grade level, and participates in faculty meetings and committees.
- Selects and requisitions appropriate books, instructional aids and other supplies and

equipment and maintains inventory records.

Additional Duties

Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Travel Requirements

Travels to school district buildings and professional meetings as required.

Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Knowledge of the identified language, in terms of grammar, word usage, word denotations and connotations, and literature.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Physical and Mental Demands, Work Hazards

Works in standard office and school building environments.

Qualifications Profile

- Passion and skills to create a school that stands apart from other public high schools: a learning environment that is highly motivating, supportive, and rigorous.
- Willing to work within public school requirements for positive change.
- Experience with and commitment to working with racially, culturally, ethnically and economically diverse populations.

Certification/License:

- NYS certification in secondary Spanish and/or meets definition of “highly qualified” instructor consistent with the Charter Schools Act.
- Multiple subject endorsements as a high school teacher highly desirable.

Education:

- Bachelor’s degree from an accredited college or university in discipline applicable to teaching assignment.
- Masters Degree in related area preferred.
- Education degree preferred.

Experience:

Successful prior teaching experiences in secondary and/or alternative education are a plus.

FLSA Status: Exempt

The position may be half time or full time for the 2023-2024 school year, depending on the school’s needs.