

### **Job Description: Primary and Lower School Spanish Teacher**

St. Mark's Primary and Lower School Spanish Teacher is an important position for the students, families, and faculty at St. Mark's Episcopal School. While this position encompasses many different duties, its primary function is to plan, organize and implement an introduction to the Spanish language for students in grades 3s- 4th Grade in a learning environment that guides and encourages students to develop and

#### **Duties:**

- Plan, prepare and implement activities to introduce 3s - K students to the Spanish language through communicative methodology such as TPR methodology to include: music, puppetry, storytelling and vocabulary games
- Plan, prepare and provide an age-appropriate instructional approach for acquiring Spanish literacy skills for students in grades 1-4
- Identify and select program materials, resources and methodology for use in educational activities
- Regularly review materials and order new materials as needed
- Instruct and monitor students in the use of learning materials and equipment
- Observe and evaluate students' performance and development
- Maintain accurate and complete records of students' progress and development
- Encourage and monitor the progress of individual students
- Inform parents of Spanish curriculum topics each trimester through a LS Spanish portal page
- Technology skills are required in the following areas: Google Suite, smart board, iPads, a variety of digital apps, and other tools used for integrated projects Make use of technological resources and tools to support curriculum integration and organizational communication
- Communicate student concerns with parents through the appropriate channels (email, phone call, parent conference)
- Communicate student progress to parents on trimester student reports
- Maintain positive classroom management approach Supervise and assist children with toileting needs and personal hygiene
- Serve as a member of duty rotations for recess, lunch, arrival or dismissal

#### **Other Duties**

- Participate in school meetings, parent conferences and student supervisory duties.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Keep up to date with developments in subject area, teaching resources, and methods and make relevant changes to instructional plans and activities
- Maintains professional growth by attending staff development programs, curriculum development meetings, and other professional enrichment
- Regularly update curriculum on Atlas Curriculum Mapping program
- Assume other responsibilities as assigned by the Head of School

#### **Physical Requirements and Work Environment:**

- Works in a sometimes highly stressful environment dealing with a wide variety of challenges
- Ability to sit and stand for extended periods of time
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold