



**ST. MARK'S
EPISCOPAL SCHOOL**

A Community Engaged

**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 and parent conferences
- 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 competence by attending staff development programs, curriculum development meetings, and other professional activities
- Work directly with the faculty on instruction and planning
- Regularly update curriculum on Atlas Curriculum Mapping program
- Participate in and/or support student and parent activities designed to involve the faculty and staff
- Provide materials for substitute teachers
- Other responsibilities as assigned

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

About St. Mark's Episcopal School:

The community of St. Mark's Episcopal School celebrates the uniqueness of each child. We are stewards of our students' intellectual curiosity, faith, and passion for discovery. We cultivate joy, playfulness, and growth in a child-centered environment.

Located in the West University Place neighborhood of Houston, St. Mark's serves 485 students from two-year-olds through 8th grade. St. Mark's is an engaging community of learners where the school partners with its families in preparing each student for the path that lies ahead through a stimulating, whole-child school experience. Through offerings in athletics, performing and visual arts, technology, Spanish, and a robust curriculum, St. Mark's prepares its graduates for the many high school options Houston offers, and successfully places its students in high schools which best fit each.

St. Mark's is an Episcopal school, and as part of the St. Mark's Episcopal Church parish, is known as a community environment and second home to over 350 families. The school is committed to its positive relationship with families, believing strongly in the power of a fully engaged dynamic between school and home. As a place where children are known, teachers understand what it means to meet children where they are, which plays a crucial role in fostering each child's spirit.

Interested candidates can apply by completing our [online application](#).