

Position Title:	Lower School Spanish Teacher
FLSA Classification:	Exempt
Reports to:	Head of Lower School
Position Purpose:	Responsible for Spanish instruction in Lower School grades kindergarten through fourth grade with emphasis on creating a vibrant, comprehensive instructional program that utilizes sound instructional practices.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	School Year

Description

The Lower School Spanish Teacher will facilitate a vibrant, relevant, and challenging Spanish program for all learners. The Lower School Spanish Teacher will provide opportunities to acquire Spanish knowledge and skills in speaking, reading, writing, listening, and culture. The Teacher will be an essential member of the Spanish curriculum development team, along with Lower School administration and Lower School Spanish faculty.

Essential Functions and Tasks

- Serves as an educator and works directly with the Head of Lower School to initiate, implement, and oversee the day-to-day programs for students.
- Provides a supportive, orderly, and interactive classroom environment where all students feel engaged and welcomed.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student services, and chaplains concerning the emotional and physical well-being of students.
- Follows the project-based learning planning expectations of the Lower School to design and implement engaging academic experiences for all students.
- Works collaboratively with the Lower school administration, school specialists and teacher colleagues to research curriculum best practice.
- Consistently provides a safe and joyful learning environment that integrates and assimilates the Responsive Classroom framework into daily student interaction.
- Implements student-centered assessments and reporting approaches, including maintaining assessment records, writing trimester narratives, writing mid-trimester progress reports, and utilizing portfolio assessments.
- Uses differentiated instruction and a social-emotional approach to student engagement.
- Works cooperatively with administration and curriculum specialists to promote and enhance vertical alignment of curriculum, PS-12th grade.
- Works cooperatively with specialists, administration and faculty to promote a positive work environment based on a growth mindset.

- Works closely with the technology department on the integration of technology throughout the curriculum.
- Works as a team player assisting co-workers, divisions and departments as needed by the School.
- Knowledgeable about Veracross and/or other student management software.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Lower school classroom.
- Assists in the recruitment and selection of new and replacement instructional and support faculty as needed.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head.
- Employees may be required to work remotely or engage in telework activity as determined at the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in education; Master's degree preferred.
- Excellent verbal and written communications skills.
- A minimum of three years of teaching in an independent school environment is preferred.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with faculty, administrators, operations staff, colleagues, parents, and students.
- Training and/or experience in social-emotional learning/instruction preferred.
- Training and/or experience in backward design and the use of pre-assessments and differentiation strategies preferred.
- Experience in researching instructional practices, specifically pertaining to Mind Brain and Education Spanish research.

Physical Requirements and Work Environment

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.

- Occasionally lift up to 30 pounds.
- Visual acuity, both near and far.
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching.