

St. Francis de Sales Central Catholic School Morgantown, WV

Spanish Teacher

Position: K-8 Spanish Teacher

Job Status: Full-time

Job Salary: SFCCS Teacher Salary Chart

Job Function: Teach Kindergarten - 9th grade students

POSITION OBJECTIVE: The job of teacher is done for the purpose/s of planning, organizing and implementing an appropriate instructional program in a faith-based learning environment that guides and encourages students to develop and fulfill their spiritual and academic potential.

DUTIES & RESPONSIBILITIES:

- Teach in a multi-categorical format, including a Religion course
- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Teach multi-categorical curriculum
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate students' performance and development
- Assign and grade class work, homework, tests and assignments
- Provide appropriate feedback on work

- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by laws, district policies and school regulations
- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Apply appropriate disciplinary measures where necessary
- Perform certain pastoral duties but not limited to student support, counseling students with academic problems and providing student encouragement
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- Participate in department and school meetings, parent meetings
- 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
- Other duties as assigned

EDUCATION & EXPERIENCE:

- Bachelor's degree or higher from an accredited institution
- Meet professional teacher education requirements of school, district and state
- WV State Spanish teaching certification
- Relevant teaching experience
- Knowledge of relevant technology

KEY COMPETENCIES (position requirements at entry):

- Self-motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- High work standards
- Problem solving
- Decision making
- Organizing and planning
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative
- Work well with teammates

ADDITIONAL RELATED DUTIES/RESPONSIBILITIES:

- Maintain a class web page that is to be updated weekly by Monday at 10:00 a.m.
- Understand the concepts and standards that fall under the WV requirements for the Spanish 1 course
- Differentiate instruction to meet the learning styles of students
- Design a classroom that is appropriate for engaging learners
- Modify instruction on days when the class time is altered
- Select appropriate instructional aids to enhance learning and requisitions instructional supplies as necessary

- Communicate with parents on individual student's progress
- Additional duties and/or responsibilities may be assigned by the school principal

CONTACTS:

- Daily contact with students, teachers and school staff
- Regular/occasional contact with parents, community members and outside agency personnel

EMPLOYMENT STANDARDS:

- Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position
- Individuals must maintain a professional attitude and appearance