



# Job Description

Position Title: <b>Spanish Teacher</b>	FTE/PTE: Full time
Reports To: School Director/AD Supervised By: Spanish Department Head	HRS: 40
Primary Function: Provide Spanish language and cultural instruction in 1st-8th grade	

## Requirements

1. Educational Level: BS or BA
2. Certification/License Required: World Language Certification
3. Experience: Prefer prior teaching experience in an elementary or middle school.
4. Physical Activities: Be able to travel to different classes within the building.
5. Knowledge, Skills & Abilities: Proficient in Spanish, including writing, speaking and reading. Flexibility and ability to teach a wide range of ages. Able to utilize technology and integrate technology into lesson plans in order to provide students with a variety of learning vehicles, materials and resources. Instruct and monitor students' growth in language acquisition.

## Essential Duties

1. Plan, organize, and deliver a Spanish language program that guides and encourages students to explore a new language and develop the skills necessary to apply the language in a variety of ways.
2. Implement instruction that aligns with the Colorado World Language standards, by grade level, and with well-established high school placement requirements.
3. Command of the Spanish Language to a DCSD 3 level.
4. Maintain accurate and complete records of students' progress and development, preparing required reports on students and activities (Infinite Campus).
5. Responsible for managing student behavior in the classroom by establishing and enforcing a culture of excellence and high expectations; maintain discipline in accordance with the rules and disciplinary systems of PCK.
6. Mark, grade, and provide written, verbal, and diagnostic feedback; input grades and produce report cards and other evaluative tools.
7. Maintain strong communication with parents by email, phone calls, or in-person conferences.
8. Must be able to work in a team, communicating and cooperating around lesson plans and sharing of materials.
9. Support PCK's Character Education program by delivering a monthly character lesson.
10. Attend all staff meetings, parent-teacher conferences, and department meetings as scheduled.
11. Other duties as assigned.

It is the policy of the Parker Core Knowledge (PCK) to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, marital status, or disability. Furthermore, it is PCK's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination.