

FLSA Status: Exempt, Salaried
Salary: Minimum wage and up based on DETA agreement
Schedule: Mon-Fri, 7:15 am-2:30 pm



Employee _____
Principal _____
Human Resources _____
Date Approved _____

Employee Job Description

Job Title: Middle School Spanish Teacher
Department: St. Gregory the Great School
Reports to: Principal
Position: FT _____ PT X

Primary Functions: The Catholic School Spanish Teacher plays a pivotal role in providing students with a comprehensive Spanish language education program that fosters linguistic skills, cultural understanding, and an appreciation for diversity within a faith-based environment. This position entails instructing students in various aspects of the Spanish language, integrating Catholic values, moral education, and faith into language lessons, and creating a nurturing and inclusive learning environment that celebrates both language acquisition and cultural enrichment.

Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Experience with implementation of the Next Generation Standards, NYS Modules, and instructional strategies.
- Effective classroom management skills, demonstrated knowledge of curriculum, including planning, execution, and evaluation of materials, supplies, and lessons.
- Strong Spanish background.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believe in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for student management tasks and instruction.
- Role model and lifelong learner.

Responsibilities:

- The Middle School Spanish teacher will teach students in Spanish in Grades 5-8 utilizing the principles and framework of STREAM.
- The teacher will teach and support cultural enrichment school-wide programming developing content and materials for all grade levels (Pre K – 8)
- Plan and implement learning tasks to meet the spiritual, physical, emotional, intellectual and social needs of the children in the program.
- Implement a morning meeting and prayer circle to build community.
- Provide grade appropriate instructional duties such as: daily lesson plans, classroom preparation, assessment, enrichment and remediation as necessary.
- The teacher must sustain weekly communication with parents through email and/or Google calendar/classroom or school website. Daily attendance is recorded on e-school and class attendance is kept in the grade book.

- Co-teach in elementary classrooms in all content areas if needed.
- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.
- Develop positive relationships and communicate effectively with parents.
- Phone calls and/or emails must be returned to a parent within 24-48 hours.

Other Duties as Assigned

Supervises: Students in class.

Qualifications: The Spanish Teacher will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.

Education Master's Degree in Education (or in process), NYS Certification (Spanish), clear background check, successful completion of Protecting God's Children.

Experience: 2-4 years experience teaching in the certified area of certification.

Special Skills: Ability to work effectively with staff, parents, and Parish community members. Experience with conflict resolution and/or crisis management. Technology education such as but not limited to SMART Board, Boxlights, iPad, Chromebook, and Google classroom.

Ergonomic Requirements: The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.