

Position: Spanish Teacher
Reports To: Head of School /Principal
Employed By: Accel Schools

Supervisory Responsibilities: Students, Volunteers and Assigned Staff

Position Summary:

The Spanish teacher will provide students with a first class learning experience that maximizes their intellectual, social, emotional and physical development, including the development of their ability to apply their intellect to solving problems and contribute to their communities as enlightened and responsible citizens. The Spanish teacher will teach reading, writing speaking, and listening skills to kindergarten through grade eight students. The Spanish teacher will promote cultural experiences for students, staff, parents and community members. Every opportunity should be made to infuse the attainment of Spanish language skills across the curriculum.

Essential Tasks:

1. Share a commitment to the success of the mission, goals and objectives of the Academy.
2. Support and fully participate in a culture that focuses on student and adult learning.
3. Set high expectations for personal performance and standards for the achievement of students.
4. Offer content and instruction that ensures student achievement consistent with the Academy's academic standards.
5. Support an Academy philosophy that values continuous learning for adults tied into student learning and other Academy goals.
6. Use multiple sources of data collection to analyze barriers to student achievement and to assess, identify and apply to instructional improvement.
7. Provide opportunities for the community to be involved in student and Academy success.

General Responsibilities:

1. Accept responsibility for the achievement of students.
2. Guide the learning process toward achievement of curriculum goals and implementation of personal learning plans of students.
3. Demonstrate effective planning and organization for instruction by: having lesson plans available at least one week in advance to assist in case of absence; taking attendance as required; tracking and submitting grades accurately and on time; keeping the classroom organized, neat and attractive at all times.
4. Motivate students to achieve at their highest level of ability and potential through classroom activities, assignments, relationships, participation and feedback; set high expectations; and demonstrate sensitivity to different learning styles.
5. Use creative instructional methods and procedures; adapt effectively to unusual situations.
6. Select appropriate materials for implementation of the curriculum and adapt materials and methods to learning styles and abilities of students.

7. Use resources effectively to support learning activities in the classroom, the Academy and the community.
8. Demonstrate exceptional classroom techniques which include: the art of questioning, clarity of assignments, communication in large and small groups and with individual students, an atmosphere of mutual respect, independent thought and expression and student and teacher experiences.
9. Work cooperatively with parents and generate parents' confidence in the teacher.
10. Demonstrate genuine concern for students in a climate characterized by high personal and student expectations.
11. Promote good citizenship through actions as a role model.
12. Provide a classroom atmosphere based on the principles of firm, fair and consistent practices; respect for individual children; and development of responsible citizenship.
13. Participate in the development of policies and regulations that affect instruction and conditions for success.
14. Use technology effectively for instruction, record keeping, other administrative tasks and communications.
15. Share responsibility for professional, cooperative staff relations and for out-of-class activities important to operation of the Academy. Serve, when asked, as a teacher mentor.
16. Adhere to professional, ethical principles. Continually strive to improve classroom methods, teaching techniques and interpersonal relationships. Adhere to all Academy policies for both students and personnel.
17. Share responsibility for marketing the Academy in the community.
18. Display personal qualities that reflect favorably upon the individual, the group and the Academy.
19. Display pride in being a teacher and a member of the Academy team by displaying positive behavior and fully participating in the Academy culture. Attend faculty meetings and participate on committees.
20. Identify and participate in professional development opportunities.
21. Conduct and document parent conferences.
22. Be familiar with and support Academy administration in the effective implementation of the Academy's Emergency Response Plan.
23. Perform all tasks as requested by the HoS/Principal.
24. Adhere to all procedures and policies as outlined in the Employee Manual.
25. Perform various assigned responsibilities, as allowed by state and federal law, of other employees in their absence to the extent other responsibilities permit.

Qualifications:

1. Bachelor's degree in education or related discipline (i.e. social science, humanities).
2. Shall possess a valid State of Illinois Teaching Certificate with the appropriate endorsement(s) for all subject area(s) being taught.
3. Must have evidence of meeting highly qualified requirements, as defined by NCLB.
4. Must demonstrate competency in all areas of content responsibility.
5. Must be computer literate.
6. Criminal background check required.

Demonstrate the ability to:

1. Communicate through superior written and oral communications skills.
2. Exhibit a high caliber of expertise in subject matter.
3. Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
4. Make sound decisions within the parameters of authority.
5. Display courtesy, professionalism and tact at all times.
6. Maintain a positive working relationship with faculty, staff, Academy Board members, parents, students, authorizer and community.
7. Motivate and create a shared vision within the Academy community.
8. Maintain respect as an adult learner and as an individual.
9. Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and organizational purpose.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify, the right of any supervisor to assign, direct or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.

