

Community Christian School of Baraboo

Spanish Teacher Job Description

General Description: The Spanish Teacher shall prayerfully guide students in the acquisition of Spanish language skills necessary for academic progress and prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Reports To: Principal

Qualifications: The Spanish Teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of CCS. He/She shall be a person who exhibits and/or desires spiritual understanding in academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The teacher shall reflect the purpose of the school, which is to honor Christ in every activity. The Spanish Teacher ...

- shall possess at minimum a bachelor’s degree and experience in working with students in a classroom setting.
- shall have at minimum 1-5 years of experience working with students in teaching Spanish language skills in a classroom setting.
- shall have completed training in teaching foreign languages to children in elementary and high school levels.
- shall be born-again, a college graduate, certified or certifiable, who is called of God to the teaching ministry.

Duties and Responsibilities

Teacher Role and Responsibilities:

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
- Lead students to a realization of their self-worth in Christ.
- Cooperate with the principal in implementing all policies, procedures, and directives governing the operation of the school.
- Teach Spanish classes as assigned following prescribed scope and sequence as scheduled by the Principal.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.

- Keep proper discipline in the classroom and on the school premises for a good learning environment.
- Plan broadly through the use of semester and quarterly plans and objectives.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seek the counsel of the Principal, colleagues, and parents while maintaining a teachable attitude.
- Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent/Teacher meetings.
- Know the procedures for dealing with issues of an emergency nature.

Spiritual Expectations

- Has received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

Professional Expectations

- Utilize educational opportunities for professional growth.
- Seek and/or accept the counsel of the principal and colleagues, while maintaining a teachable attitude.
- Provide input and recommendations for administrative and managerial functions in the school.
- Attend and participate in scheduled orientations, devotions, conferences, special school functions, seminars, retreats, in-service, and scheduled meetings i.e. committee, faculty, and P.T.F.
- Study and know the procedures for crisis management issues including, but not limited to, fire, tornado and lockdown drills.
- Contribute to the general improvement of the school program.
- Refuse to use or circulate confidential information inappropriately--giving a good report about other faculty and staff and keeping student information in the circle of those who absolutely need to know.
- Perform any other duties, which may be assigned by the administration.
- Supervise co-curricular activities, organizations and outings as assigned.
- Utilize educational opportunities and evaluation processes for professional growth.
- Provide input and constructive recommendations for administrative and managerial functions in the school.
- Support the broader program of the school by attending school activities when possible.
- Perform any other teaching-related duties that may be assigned by the administration.

Personal Character

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Show respectful and faithful submission to constituted authority.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

- Use acceptable English in written and oral communication. Speak with clear articulation.
- Recognize the need for good public relations. Represent the school in favorable and professional manner to the constituency and general public.
- Place the teaching ministry ahead of outside or volunteer work.
- Attend regularly and faithfully support a local church whose fundamental beliefs are in agreement with the CCS Statement of Faith.

Compensation

Offered salary will be commensurate with credentials and experience.

POSITION START DATE: August 1, 2020

Community Christian School of Baraboo uses excellent education to support parents in their task of bringing up children in the discipline and instruction of the Lord Jesus Christ.