

Cross Lanes School
JOB DESCRIPTION -- Part Time SPANISH TEACHER

GENERAL DESCRIPTION:

1. Serves at the direction of the Administrator of Cross Lanes Christian School and reports directly to the person in that position.
2. Serves as the decision maker for the day-to-day activities with one's particular classroom assignment. This includes planning for and teaching the adopted curriculum, organizing the appropriate classroom activities, setting reasonable goals for individual students, measuring student progress, and developing appropriate working relationships with parents and other teachers.
3. Holds a minimum of a bachelor's degree or its equivalent in experience as judged by the Administrator with a concentration of courses in the subject area(s) in which the teacher is teaching.

TERM:

This position would be for a maximum of 5-10 hours per week. Class hours are determined on the master calendar. The term for the teacher is set forth in the official academic calendar. It would include up to 5 pre-service days, 180 instructional days, and up to 5 post-service days. It will include several scheduled in-service days during the instructional period.

SPECIFIC RESPONSIBILITIES:

Instruction: The teacher is responsible for organizing and presenting all classroom instruction and activities in those classes in which he/she is assigned. In doing this, he/she must:

1. Discern the parts of the curriculum that must be addressed to accomplish the objectives of the school and the course.
2. Present material to challenge the advanced student, prod the average students, and guide the below average student.
3. Adjust the rate of teaching to the rate of learning for the class while maintaining a pace that requires students to work to capacity.
4. Make learning both enjoyable and practical.

Evaluation: The teacher must evaluate the comprehension and retention of all instruction. In doing this, he/she must:

1. Measure the progress of students through the use of graded assignments, quizzes, projects, teacher-made tests, and standardized tests.

2. Assign student grades at each mid-term and quarterly grading periods.
3. Examine achievement test results in order to determine areas of strength and the areas of weakness that ought to be given greater attention.

Curriculum: The teacher must be prepared to work collectively with other teachers to improve the quality of the curricular offerings, particular in defining curriculum in terms of a scope and sequence, performance objectives for students, and instructional objectives to guide the teacher. In doing this, he/she must:

1. Contribute to the development of the appropriate scope and sequence for the major areas of the curriculum.
2. Contribute to the writing of performance and instructional objectives.
3. Implement the application of both performance objectives and instructional objectives in classroom teaching.

Relationships: The teacher must strive to build positive relationships with other members of the teaching staff, with parents, and with students. In doing this, he/she must:

1. Serve in harmonious relationships with other teachers.
2. Promote open communication with all parents, carefully considering both positive and negative feedback.
3. Build relationships with students that clearly indicate a real love and compassion for a student's spiritual and academic needs.

Classroom Control: The teacher must establish a positive classroom climate to promote learning and maintain the discipline and control that is necessary for learning to occur. In doing this, he/she must:

1. Establish policies to govern the routines of the classroom.
2. Maintain discipline and control.
3. Establish authority in ways that are fair and attentive to the particular needs of students.
4. Promote classroom and campus safety.
5. Administer discipline which is appropriate to the offense committed.

Maintenance: The classroom teacher must assume responsibility for keeping his/her classroom both neat and clean. In doing this, he/she must:

1. Accept responsibility for insuring that his/her classroom is cleaned on a daily basis.
2. Decorate and arrange the classroom in ways that promote learning for the students, including the use of bulletin boards and other displays to support the instructional program of a particular subject area.
3. Observe student behavior to protect the school plant and property from any abusive behavior.

Communication: The teacher must effectively communicate with each and all constituent groups. In doing this, he/she must:

1. Communicate with parents in a manner that welcomes input, which opens the classroom for visits, and lets parents know that the teacher is approachable.
2. Communicate effectively with students individually as well as the group. This requires giving time and attention to personal likes, dislikes, and even family matters that impact learning for the student.
3. Communicate in such a way that students are free to express themselves to the teacher without fear of reprisal.
4. Communicate with faculty effectively as matters of curriculum and instruction are being improved; welcomes input from other staff; and effectively relates with other teachers in the school.

Spiritual Life: The teacher must maintain a positive Christian testimony in his/her personal life. In doing this, he/she must:

1. Maintain church attendance for public worship and for service to the Lord.
2. Refrain from both public and private patterns of sin which will be harmful to one's personal testimony and harmful to the Ministry of Cross Lanes Christian School. Social media is an excellent tool for communication and can be used for ministry. Teacher's should be prudent in posting things on social media that could bring question to their testimony. This would include drinking of alcohol (public or socially), smoking or tobacco use, illegal use of substances, pornography, etc.)
3. Maintain a wholesome relationship within the teacher's family, including children and spouse, so that the testimony of the teacher will not be hindered.
3. Keep children in subjection to parental authority in accordance with the Biblical prescription.

4. Provide a Christian setting and a Christian education for children within the teacher's family and thereby convince others of his/her commitment to the ministry of Christian education.