

# EVERGREEN ACADEMY

*Educating Students...Training Leaders...Commissioning Warriors*

## SPANISH TEACHER JOB DESCRIPTION

It is and shall be the policy and practice of Evergreen Academy in the hiring of employees that the school will not discriminate based on the applicant's race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.

**JOB SUMMARY:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God, in conjunction with the Mission Statement of Evergreen Academy

### ACCOUNTABILITY:

**Classification:** Part time, Exempt, Salaried

**Hired/Contracted by:** School Board for one year

**Responsible to:** Head of School

**Supervises:** Students

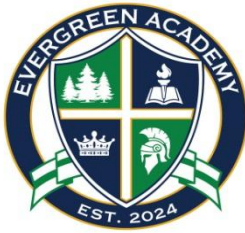
**Evaluation:** Faculty performance will be evaluated in accordance with this job description

**General Description:** We are seeking a passionate and experienced, part-time Spanish Teacher with a passion for teaching Spanish to grades K-8th. Our ideal candidate can speak and write fluently in Spanish and can get students excited about learning the language in the classroom, including grammar and vocabulary. Cultural studies should be integrated throughout the curriculum and lesson plans to give students perspective on the history and development of the language. The Spanish teacher will:

- Teach Foreign Language classes according to the Oklahoma Academic Standards.
- Provide conversational classes where pronunciation and important words and phrases are taught.
- Research on teaching methods, materials, and language games that can be used in class.
- Teach students about Spanish culture, which may include festivals, traditional food, and dress, and social conventions.
- Develops pupil understanding and appreciation of Spanish cultures.
- Evaluate students' aural comprehension, speaking, reading and writing in Spanish.
- Develop and use multimedia instructional materials suitable for various learning modalities of students with a wide range of mental, physical and emotional maturities.
- Organizing fun events where students can showcase their Spanish language skills.

### CREENTIALS AND CALLING: Each classroom faculty member must:

- Have a saving relationship with Jesus Christ
- Be an active member of a Bible believing church
- Have a love and passion for God, students, and subject area taught.
- Be called by God to teach at Evergreen Academy
- Agree to support and sign the EA Statement of Faith



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- Agree to support and sign the EA Lifestyle Statement
- Be willing to apply for and maintain an ACSI certificate.
- Have completed or be willing to complete the ACSI Philosophy of Christian Education course prior to or during the first year of employment as well as related Bible credits that are required by ACSI.

## **SPIRITUAL: Each classroom faculty member must:**

- A. Demonstrate his/her Christian walk as defined by John 3:3 and I Peter 1:23.
- B. Seek to be a role model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
- C. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity of Christian fellowship.
- D. Follow the Matthew 18 principles in dealing with students, parents, staff, and administration and covenant to refrain from gossip or slander. Commit to speak of the issue or difficulty in question only with those directly involved or with those with the authority to bring clarity to an issue.
- E. Motivate students to accept God's gift of salvation and grow in their faith.
- F. Lead students to a realization of their self-worth in Christ.
- G. Make every effort to join the faculty in devotions and to encourage colleagues.

## **INSTRUCTIONAL: Each classroom faculty member must:**

- A. Recognize the role of parents as primarily responsible before God for their child's education and partner with them in the task.
- B. Teach all subjects/content through a Biblical Worldview lens focusing on teaching student's God's truth.
- C. Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.
- D. Plan broadly using plans, objectives, and Oklahoma Academic Standards with lesson plans. **Note:** All lesson plans and instructional guides are property of Evergreen Academy and should be maintained in an orderly manner and submitted to the Head of School by request.
- E. Maintain updated Curriculum Guides with evidence of Biblical integration for all subjects taught (including courses not taught during a specific semester/year) in Curriculum Trax.
- F. Create grade-level and End-of-Course benchmarks that will be worked into an overall curriculum map during each school year.
- G. Integrate and permeate Biblical principles and Christian philosophy throughout the curriculum.
- H. Effect students' learning the mastery of the subject materials by utilizing valid teaching strategies and techniques to achieve curriculum goals within the framework of the school's philosophy.
- I. 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 within the curricular program of EA.
- J. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritually, mentally, physically, socially, and emotionally.
- K. Plan through approved channels the balanced use of field trips, guest speakers, and other media.
- L. Use homework effectively, and in compliance of administration directives, for drill, review, enrichment, or project work.
- M. Assess the learning of students on a regular basis and provide progress reports as required.
- N. Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- O. Respond in a timely manner to parent complaints and to parent requests for help or information.
- P. Professional attire is expected (see "dress code" in Staff Handbook).
- Q. Inform the administration if unable to fulfill any duty assigned.
- R. Prepare adequate information and materials for a substitute teacher.



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## **NON-INSTRUCTIONAL: Each classroom faculty member must:**

- A. Cooperate with the Board and Administration in implementing all policies, procedures, and directives governing the operation of the school.
- B. Notify the administration of any policy he/she is unable to support.
- C. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- D. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- E. Maintain appropriate professional decorum in conversations and interactions with students and parents.
- F. Maintain a clean, attractive, and well-ordered classroom.
- G. Supervise extra-curricular activities, organizations, athletic events, after-school duties, etc.
- H. Support the broader program of the school by attending extra-curricular activities when possible.

## **PROFESSIONAL: Each classroom faculty member must:**

- A. Participate in assigned accreditation standards committees for completion of Evergreen Academy's initial accreditation requirements.
- B. Utilize educational opportunities and evaluation processes for professional growth.
- C. Seek to improve instructional effectiveness through exploration of new methods, techniques, and materials, and through attendance at in-service programs, summer workshops, etc.
- D. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
- E. Provide input and recommendations for administrative and managerial functions of the school.
- F. Attend and participate in scheduled devotionals, in-services, retreats, committees, faculty meetings, and other school wide meetings.
- G. Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- H. Contribute to the general improvement of the school program.
- I. Covenant before God not to repeat or circulate confidential, damaging, or critical information inappropriately and support the school and fellow colleagues with loyalty and professional courtesy.
- J. Understand and maintain legal mandates regarding student confidentiality (no participation in "table talk," or sharing student information with colleagues).
- K. Report to the appropriate individuals any campus safety, health, and maintenance needs.
- L. Other duties as assigned by Administration.

## **PERSONAL: Each classroom faculty member must:**

- A. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- B. Meet daily stress with emotional stability, objectivity, and optimism.
- C. Develop rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- D. Maintain professional appearance (see "dress code" in Staff Handbook) and a Christ like manner of living and speech on and off the campus.
- E. Recognize the need to support Evergreen Academy as an ambassador for Christ and take the initiative to build good public relations with those inside and outside the community of faith.
- F. Recognize your ministry at Evergreen Academy as a covenant with the school community and taking priority over other paid or volunteer work outside the school.



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## **EXPECTED WORK HOURS**

- A. All faculty members and teaching assistants are expected to attend scheduled faculty meetings. Work outside normal hours such as lesson preparation and grading is both necessary and expected when such efforts cannot be completed during normal hours.
- B. All faculty and staff members are expected to be present at all scheduled meetings including half and full teacher workdays. If extenuating circumstances exist, all staff members are expected to request permission from the Head of School to miss the scheduled meeting.
- C. There are events throughout the school year where the teacher is required to be present, and these include but are not limited to school sponsored events. Some examples of these events are: In-service days, professional development, field trips, school socials, graduation, accreditation meetings, etc.
- D. There are several mandatory evening events and occasional assigned duties throughout the school year, including, but not limited to regular faculty meetings, Open Houses, performing arts events, athletic events, parent information meetings, etc. EA employees are expected to comply with administrative requests for participation and recognize this as part of their contractual obligations.

## **SKILLS, ATTRIBUTES, AND EXPECTATIONS**

### **The ideal candidate must:**

- Possess a professional disposition and attitude;
- Have excellent verbal and written communication skills;
- Be able to gain and maintain confidence and cooperation of faculty, administration, and students;
- Have the ability to maintain and exercise discretion with confidential information, records and materials;
- Be detail-oriented and be able to meet deadlines under pressure;
- Have the ability to work with minimal supervision and frequent interruption, and the flexibility to work with changing workflow priorities.
- Have excellent customer service skills and the ability to communicate with various stakeholders;
- Demonstrate strong organizational, time management, problem-solving skills, and initiative;
- Possess excellent grammar and proofreading skills;

## **THE RIGHTS OF EVERGREEN ACADEMY**

Evergreen Academy reserves the right to alter this position's job description/job duties to meet the needs and goals of the school.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.**

EST. 2024