St. Vincent-St. Mary High School

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| **Job Title:** Spanish Teacher | **Reports to:** Principal |
| **Department:** Academics | **Revised:** 06/06/2024 |

**PRIMARY PURPOSE:**

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, social and spiritual growth. Enable students to develop competencies and skills to function successfully in society.

**MAJOR RESPONSIBILITIES AND DUTIES:**

* Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
* Prepare lessons that reflect accommodation for individual student differences.
* Prepare lesson plans that engage, stimulate and instruct students.
* Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned.
* Work cooperatively with special education teachers to modify curricula as needed for special education students according to Individual Education Plans (IEP).
* Remain flexible, innovative and adaptive to change.
* Use technologies in the teaching/learning process.
* Be proficient in using technology as an instructional and management tool.
* Consistently assess student achievement through formal and informal testing.
* Present a positive role model for students that supports the mission of the school.
* Create a classroom environment conducive to learning.
* Manage student behavior in the classroom and administer discipline according to school policies, regulations, and IEP.
* Establish and maintain open lines of communication with students and their parents.
* Maintain a professional relationship with all colleagues, students, parents, and community members.
* Demonstrate behavior that is professional, ethical, and responsible.
* Attend and participate in faculty meetings and serve on committees as required.
* Any other assignment deemed appropriate by the building principal.

**QUALIFICATIONS:**

* Bachelor’s degree from accredited university
* Valid Ohio teaching certificate in Spanish
* Assist all students to meet or exceed 21st century knowledge and skills, including state academic achievement standards
* Expertise with the Spanish language
* General knowledge of curriculum and instruction
* Ability to instruct students and manage their behavior
* Strong communications, public relations, collaboration and interpersonal skills
* Prior high school Spanish teaching experience is preferred
* The position requires VIRTUS certification and FBI/BCI background check

NOTE: While a conscientious effort has been made to include all the duties and expectations of St. Vincent St. Mary High School, the above is not all inclusive and the position's duties may be expanded, modified, or deleted at the discretion of the Principal. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment.

**St. Vincent – St. Mary High School is an equal opportunity employer.**

**Please submit cover letter and resume to employment@stvm.com**