PROVIDENCE CHRISTIAN ACADEMY
JOB DESCRIPTION

TITLE: High School Spanish Teacher
EFFECTIVE DATE: August 2022

I. SUMMARY
Instructional Teachers are responsible for the direction, management, and teaching of their assigned class.

II. MINIMUM QUALIFICATIONS - EDUCATION / EXPERIENCE REQUIREMENTS
- Valid State Certification and/or ACSI certification
- Bachelor's degree from an accredited college/university in major area of study as required by the State of Georgia, ACSI, and/or SACS as deemed necessary by the Administration
- Detailed oriented and strong organizational skills required.
- PC proficient, including, but not limited to, Excel, Word, Google Docs.
- Typing skills and word processing skills required
- Public relation skills that would promote positive relationships by using effective written, verbal and non-verbal communication skills.

III. FUNCTIONAL COMPETENCIES / JOB DUTIES
- Clearly and effectively guide learning toward the curriculum goals and objectives and communicate goals, lessons, and objectives well to the students and parents.
- Meet and conduct classes in the location and at the times assigned.
- Communicate regularly with parents regarding goals and current academic state of their student. This includes scheduled meetings, such as parent/teacher conferences, timely grading, report cards, etc.
- Update all class requirements, lesson plans, testing schedules, etc. on Veracross, per the deadlines and timelines given by the Principal.
- Helps to delegate tasks and ensure execution of tasks by applicable Teaching Assistants.
- Maintain documentation of planning, preparing, execution of teaching goals and objectives to applicable department head.
- Create a classroom environment that is conducive to the spiritual, intellectual, emotional, physical and social development of students.
- Stay current on different instructional methodologies and apply these in class to enhance the quality of instruction.
- Assists with safety drills and disciplinary issues, as directed by the Principal.
- Attend devotions, faculty meetings, School events, and committees as delegated by Principal.

IV. PROVIDENCE COMPETENCIES
- Maintains a growing relationship with Jesus and is actively involved in a local church.
- Demonstrates knowledge of the Providence Employee Handbook.
- Demonstrates unquestionable professionalism, impeccable integrity, and enthusiastic hard work with all customers (coworkers, students, families, visitors, etc.)
- Performs other duties and responsibilities as required.
- Commitment to continual professional development.
- Enthusiastic commitment to the mission of the school.
- Cultivate a partnering relationship with parents and coworkers.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by the personnel so classified.