

# Job Description

Blue Valley School District

## Spanish Teacher

### Purpose Statement

The job of Spanish Teacher is done for the purpose/s of instructing students in Spanish language and culture.

### Essential Functions

- Guides students via oral, written, and audio materials in learning the Spanish language.
- Prepares all daily lesson materials, including hard copies, flash cards, technology, game supplies, etc.
- Plans meaningful and sequential unit lessons that reflect learning objectives and curricular content.
- Corrects and evaluates student classroom work, homework, and assessments.
- Assesses student learning, measures progress, and provides appropriate feedback to students to assist them in calibrating their academic efforts.
- Offers remediation and alternative coaching to students who need additional assistance.
- Establishes and enforces rules for behavior and procedures for maintaining order among students.
- Maintains accurate, complete and correct student records as required by laws, district policies and administrative regulations.

### Other Functions

- May direct and organize school activities, clubs and other extracurricular activities.
- Performs administrative duties such as hall & cafeteria monitoring, and bus loading/unloading as assigned.
- Attends staff meetings and serves on staff committees, as required.
- Attends professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Performs other related duties as assigned.

### Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: verbal and written communication; operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and /or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; stages of child development/behavior and learning styles; evidence-based practices to help children meet goals; age appropriate student activities; safety practices and procedures; conflict resolution; and crisis de-escalation techniques.

ABILITY is required to schedule activities and/or meetings; often gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with job-related data; and utilize a

variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; building effective relationships; maintaining confidentiality; preparing and maintaining accurate records; working individually and as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding and/or coordinating others; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Long-term experience living/studying abroad in a Spanish-speaking area. One or more years of related teaching experience preferred.

**Education:** Bachelor's degree in Education and/or Spanish or related field.

**Equivalency:**

**Required Testing****Certificates and Licenses**

Kansas Teacher Certification

**Continuing Educ./ Training****Clearances**

Criminal Justice Fingerprint/Background Clearance

Kansas Certification of Health

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**