



# Crete-Monee School District 201-U

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## JOB DESCRIPTION

### **TITLE: Middle School Spanish Teacher**

#### **Purpose Statement**

The middle school Spanish teacher is responsible for instructing students in the Spanish language and promoting cultural understanding. They create a positive and engaging learning environment, develop lesson plans, assess student progress, and foster a passion for language learning. The teacher plays a crucial role in building students' communication skills, cultural awareness, and appreciation for the Spanish-speaking world.

#### **Reports To**

Building Principal

#### **Essential Functions & Job Responsibilities**

##### *PLANNING AND PREPARATION*

- Prepare for classes assigned and show written evidence of preparation upon request of the immediate supervisor.
- Plan and supervise assignments for teacher aides, student teachers, and volunteers.
- Plan and implement instruction using methods and materials which are most appropriate for meeting district goals and objectives, including coherent instruction, and producing appropriate instructional outcomes.
- Ensure that lesson plans demonstrate appropriate content knowledge, use the various resources available for instruction, and appropriately adapt to various student needs.
- Plan for ongoing formative and summative assessment to inform instruction.

##### *CLASSROOM ENVIRONMENT*

- Create a classroom environment conducive to learning and appropriate to students' maturity, interests, and abilities.
- Set and maintain appropriate classroom behavior standards consistent with administrative policies and develop rules for classroom behavior that are enforced fairly and justly.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy in all environments and at all times.

##### *INSTRUCTIONAL*

- Plan and implement a program of instruction for each student that incorporates diagnosis, prescription, and evaluation, and teach in the context of the latest instructional models.
- Ensure each child's work is meaningful, aligned to learning targets, balanced, and appropriate to promote the student's overall well-being.
- Provide quality instruction and tutoring for the student population at the designated locations and times.
- Employ a variety of instructional techniques and media consistent with the physical limitations of the location and the needs and capabilities of the individuals or student groups

involved.

- Assess and analyze student math performance regularly, using appropriate math assessment tools. Provide progress reports as required and communicate with parents as deemed necessary.
- Work to establish and maintain open lines of communication with students and their parents concerning the broad academic and behavioral progress of all assigned students.

#### *PROFESSIONAL RESPONSIBILITIES*

- Demonstrate support, through instruction and action, for the Mission, Beliefs, and Goals of the Crete-Monee School District 201-U.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Maintain complete, accurate, and correct records as required by law, district policy, and administrative regulation.
- Communicate with colleagues, students, parents, and the community to meet professional standards.
- Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested under reasonable terms.
- Attend building and district meetings and serve on committees to promote effective communication, efficient operation, and a strong instructional program.
- Serve on district committees that develop curriculum and enhance instruction; committee work beyond the regular school day will follow guidelines established in policy.
- Contribute to the decisions made by the district and building regarding budget, facilities, curriculum, professional development, and personal well-being.
- Establish and maintain cooperative relations with others.
- Take an active part in the district-approved teacher evaluation process.
- Provide for individual professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
- Perform other responsibilities as assigned by the administration.

#### **Job Requirements: Minimum Qualifications**

- Valid Illinois Teaching Certificate with appropriate school endorsement and meet the requirements for “highly qualified” for the subject area(s) and/or grade level(s) assigned.
- A minimum of two to four (2-4) years of recent and proven successful teaching experience in middle school Spanish instruction, or for new graduates, student teaching experience within the past five (5) years specific to the position assigned, and/or at the discretion of the Superintendent.
- Previous experience and skills as requested by Building Principal or the Superintendent.

#### **Terms of Employment**

This position follows the CMEA teacher's contract. Single HMO medical, dental, and life insurance are paid by the Board of Education. Benefits subject to change per the CMEA bargaining agreement. All other benefits determined by the Board of Education.

#### **Classification**

This position is classified as a CMEA union, non-exempt, Teaching position.

#### **Evaluation**

Performance of this job will be evaluated by the Building Principal or designated administrator in accordance with the Board of Education's policy on Evaluation of Professional Personnel.