



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Spanish Teacher, High School

Job Summary:

The high school Spanish Teacher plans, implements, and assesses a program of instruction that adheres to the district's mission, philosophy, and objectives, while creating a nurturing and stimulating learning environment in which every student is expected to reach their academic potential.

Essential functions (May include, but not limited to):

1. Foster an inclusive and engaging classroom environment that encourages active participation, respect, and a passion for learning.
2. Design and implement purposeful lesson plans that are aligned with curriculum standards, designed to meet the diverse needs of students, and promote language acquisition and cultural understanding.
3. Establish and maintain high academic and behavioral expectations for all students, motivating them to achieve their full potential in Spanish language learning.
4. Use a variety of instructional strategies to present content, facilitate discussions, and direct learning experiences that helps students effectively acquire language skills and cultural knowledge.
5. Address the needs of students by fostering a supportive classroom environment.
6. Develop and enforce clear classroom behavior expectations and discipline techniques, ensuring that they are consistent with school guidelines and conducive to a productive learning environment.
7. Regularly assess student progress through both formal and informal methods, providing timely feedback and adjusting instructional practices to meet individual student needs.

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8. Communicate and collaborate with parents to provide information about student progress and support efforts to strengthen students' educational experience.
9. Work with school administration to support and maintain positive relationships within the school and broader community, contributing to the success of the educational program.
10. Stay current with developments in Spanish language teaching methods, educational research, and professional practices through ongoing professional development opportunities.
11. Demonstrates a willingness to work collaboratively with colleagues in effort for overall school improvement.
12. Actively participate in extra-curricular activities that extend the learning experiences for the students.
13. Maintains a positive work attitude.
14. Ensure regular and punctual attendance, appropriate use of planning time, and fulfillment of all professional responsibilities, including preparation for meetings and lesson delivery.
15. Safeguard the confidentiality of student, parent, and school-related information in accordance with professional ethics, state, and federal laws.
16. Accurately maintain all necessary records, including student grades, attendance, and assessment results, as required by school administration and district policies.
17. Participate in the selection and evaluation of instructional materials, textbooks, and technology tools, ensuring that they support effective Spanish language instruction.
18. Attends and participates in staff meetings, department meetings, and committees as required.
19. Demonstrate proficiency in using basic computer skills, educational software, and digital tools.
20. Performs other duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

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Qualifications:

Education:

Valid Michigan Secondary Teacher Certification required. Spanish Endorsement (FF) required.

Skills:

Ability to work cooperatively on a teaching team. Ability to communicate with students effectively through speaking, reading, and writing as appropriate. Basic computer skills in Microsoft Office, Internet, Email, and On-Line grading programs. Knowledge of common assessments and teaching methods.

Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Special Job Considerations:

Certification: Required

Type of Certification: Valid Michigan Second Teaching Certification, Spanish Endorsement (FF)

Bargaining Unit: United Teachers of Flint

Salary Schedule: Teacher Salary Schedule, 183 days per year

Immediate Supervisor: Building Principal

Date: 1/28/2025

TM: tvs

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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