



Developing Christlike Character
and Academic Excellence

Spanish Teacher Job Description

General Description

- Job Summary:** The Spanish Teacher shall prayerfully guide elementary and high school students in the acquisition of Spanish language skills necessary for academic progress and prayerfully help students learn attitudes, skills, and artistic subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Hired by:** The Head of School and The Board of Directors, Linn Christian Education Association
- Responsible to:** The Head of School
- Supervises:** The students assigned to his or her care
- Evaluated:** An annual written evaluation is provided by the Head of School or Secondary Principal
- Type of Position:** This is a part-time, contracted, exempt employee that is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the teacher will...

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him or her to work at a Christian school.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

It is expected that the teacher will...

- Hold a bachelor's degree from an accredited post-secondary institution.
- Hold a valid State of Iowa teaching license.
- Hold ACSI certification or be willing to participate in a program to complete the requirements for certification within a specified time period.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the Head

of School.

Required Personal Qualities

It is expected that the teacher will...

- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Proverbs 22:6).
- Be an enthusiastic visionary, and encourager, and a self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Display friendliness and a good sense of humor.
- Display courtesy and patience in dealing with others.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or own mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to the constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Place his or her school ministry ahead of other jobs or volunteer activities.
- Be open to new ideas, initiatives, and concepts in education.

Essential Job Functions—Accountabilities

It is expected that the teacher will...

Spiritual Leadership

- Motivate students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Have a conviction that God has called him or her to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.

Academic Leadership

- Lead students in Spanish instruction from Kdg through 6th grade and Spanish 1-4 at the high school level.
- Have a thorough knowledge and understanding of the Christian philosophy that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview through the school's Spanish program.
- Have knowledge of the Spanish curriculum, standards, and mission of the school.
- Integrate biblical principles and the Christian worldview throughout the Spanish curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Ensure that his or her classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age-level of the children being taught—and understand the problems they face.
- Plan broadly through the use of quarterly plans and objectives, and more currently through the use of a

lesson planning software.

- Plan a program of study that as much as possible meets the needs, interests, and abilities of students, challenging them to do their best work.
- Employ a variety of instructional aids, methods, and materials that will provide for teaching to reach the creative components of the child.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Assist substitute teachers in successfully carrying out their responsibilities.
- Participate in beginning of the year staff orientation, and staff meetings
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences in opinion when they exist.
- Recognize and reinforce positive behavior in children.
- Communicate with parents consistently and expediently.

Additional Duties or Responsibilities

It is expected that the teacher will...

- Participate in the school's development programs and activities in areas of public relations, constituency relations, fund-raising, and student recruitment and retention.
- Ensure that provision is made for the accountability and securing of all funds collected in the classroom.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Involve parents in prayer and volunteerism as appropriate.
- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventory of textbooks, furniture, and equipment.
- Perform any other duties that may be assigned by the administration.

Physical Requirements to Fulfill the Essential Functions of this Position Spanish Teacher

Working Environment	Occasionally	Frequently	Daily
Outdoor Duty		X	
• Cold (50° or lower)	X		
• Heat (90° or higher)	X		
Gases/Fumes/Dust			
Chemical Solvents			
Noise			
High Stress	X		
Interruptions			X
Overtime Necessary			
Climbing Stairs		X	
Crawling			
Standing		X	
Sitting			X
Walking			X
Running		X	
Kneeling	X		
Bending	X		
Reach Over Shoulder	X		
Reach Chkbrd Height		X	
Pushing			
Pulling			

Moving Heavy Items	Occasionally	Frequently	Daily
Lifting/Lowering	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.	X		
• More than 50 lbs.			
Lifting Over Shoulders	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			
Carrying	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			

Operating Machinery	Occasionally	Frequently	Daily
Telephone			X
Computer			X
Copier			X
Printer			X
Calculator	X		
Projection Camera		X	
Interactive White-board		X	
AV Equipment		X	
Other			

Other Requirements	Occasionally	Frequently	Daily
On-time arrival			X
Regular Attendance			X
Summon 911 Help	X		
Apply CPR/First Aid			
Lead Field Trips	X		
Communicate Data			X
Prepare Reports			X
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Speak Clearly			X
Hear Clearly			X
Manual Dexterity			X
Eye/Hand Coordination			X
Driving			
Flying			

Last updated: February 15, 2022