



TEACHER JOB DESCRIPTION

Title:	Spanish Teacher (part High School & part Elementary)
Reports To / Evaluated by:	Building Principal
General Responsibilities:	Assume overall responsibility for the instructional process within the classroom. This includes classroom management, discipline, and providing an environment conducive to the teaching-learning process.
Education:	Bachelor's degree required
Contracted By:	School board for one year
Supervises:	Students

Section 1 - Required Personal Qualities

1. Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
2. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meets everyday stress with emotional stability, objectivity, and optimism.
4. Respectfully submits and is loyal to constituted authority.
5. Notifies the supervisor/administrator of any policy he/she is unable to support.
6. Refuses to use or circulate confidential information inappropriately.
7. Appreciates and understands the diversity of the Phoenix Christian community.
8. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
9. Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration.
10. Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
11. Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.
12. Uses acceptable English in written and oral communication.

Section 2 – Required Spiritual Development

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
4. Regularly attends a local, evangelical church, which has a Statement of Faith in harmony with the Phoenix Christian Statement of Faith.

5. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Reflects the purpose of the school, which is to honor Christ in every class and in every activity.
7. Motivates students to accept God's gift of salvation and help them grow in their faith.
8. Leads students to a realization of their worth in Christ.
9. Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
10. Recognizes the role of parents as holding primary responsibility before God for their children's education and is prepared to assist them in that task.
11. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.

Section 3 – Curriculum and Instruction

1. Develop/Plan a Spanish curriculum that aligns with the given standards and integrates speaking, vocabulary, grammar, and Spanish culture.
2. Teaches classes as assigned outlined by the classroom teacher which may include teaching Bible and integrating biblical principles within the curriculum/topic being presented.
3. Keeps proper discipline in the classroom and on the school premises for a good learning environment.
4. Employs a variety of instructional aids (including technology), methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
5. Maintains a clean, attractive, well-ordered classroom.
6. Maintains regular and accurate attendance.

Section 4 – Professional Conduct

1. Keeps teacher and the administration adequately informed of student concerns.
2. Cooperates with classroom and administration in implementing all policies, procedures, and directives governing the operation of the school and classroom.
3. Knows the procedures for dealing with an emergency issue and mandated reporting.
4. Informs the administration, in a timely manner, if unable to fulfill any duty assigned.
5. Utilizes educational opportunities and evaluation processes for professional growth.
6. Provides current transcript, certification, and endorsement information for the personnel file.
7. Performs other reasonable duties that may be assigned by the administration.