



Job Title: Spanish Teacher

Job Title: Wheaton Academy Spanish Teacher

Department: Faculty

Reports to: Principal

Classification: Exempt – 10 month employee

Hours: Full-time (Mid -August through Mid-June)

Benefits: Applicable per designated classification

Job Summary: The Wheaton Academy Spanish teacher must be a spiritually sensitive individual who understands the mission and philosophy of Wheaton Academy including the model of the *Living Curriculum TeachersSM*. The teacher must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

Essential Duties and Responsibilities include teaching Spanish 1 - Spanish 5 to high school students by performing the following duties.

- Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations
- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons and corrects homework.
- Administers tests to evaluate pupil progress, records results, and issues reports to inform parents of progress.
- Keeps attendance records
- Maintains discipline in classroom
- Meets with parents to discuss student progress and problems.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Performs related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling student in adjustment and academic problems.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; Illinois State Certification for Secondary Education, or in process of pursuing

Language Skills

Ability to read, analyze, and interpret general professional journals, and curriculum mapping procedures; Ability to write reports, effectively communicate with parents/guardians and write lesson plans; Ability to

effectively present information to high school students in a relevant and effective manner, as well as to work collaboratively with colleagues and respond to questions from team of teachers, parents and students.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Blackbaud Database software; Microsoft Office, Excel Spreadsheet software and Microsoft Office, *Word* Processing software.

Certificates, Licenses, Registrations

Faculty must have Illinois State Teaching Certification for Secondary School Education or be in process of pursuing said Certification.

Other Skills and Abilities

The Wheaton Academy teacher will be familiar with and in agreement with the Living Curriculum qualifications for Faculty and Staff.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Name: _____ **Date:** _____