

St. Joseph Parish School

Job Description – Foreign Language Teacher

IDENTIFYING INFORMATION

POSITION TITLE: FOREIGN LANGUAGE TEACHER

STATUS: PART TIME

REPORTS TO: PRINCIPAL

PRIMARY FUNCTION OF THIS POSITION

This is a part-time staff position for a Foreign Language Teacher at St. Joseph Parish School who reports directly to the principal. Pay is salary. Foreign Language classes are taught to students in K5 through 8th grade.

The Foreign Language Teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. Because Catholic schools educate their students to promote the kingdom of God, it is important that all teachers are role models for students, exemplifying Catholic teachings and values in their lives and in their actions.

The Spanish Teacher is accountable to the principal to provide Foreign Language instruction to the grades assigned, to implement the St. Joseph Parish School mission and philosophy, to follow the policies of the Archdiocese of Milwaukee and St. Joseph Parish School, and adhere to the directives set by the school administration.

DUTIES AND RESPONSIBILITIES

- Maintain positive classroom management and adhere to the SJPS Discipline Flowchart when addressing challenging student behavior.
- Prepare students in all aspects of a foreign language—the written word and oral communication.
- Instruct students in the history and culture of the language being taught.
- Prepare lesson plans and establish curricular goals based on Archdiocesan standards.
- Utilize a variety of methods of instruction and assessment and integrate technology and visual arts into lessons.
- Collaborate with administration, colleagues, and parents to provide differentiated instruction and assessment and appropriate accommodations and modifications for students with special learning needs.
- Observe and evaluate students' work to determine student progress or to make suggestions for improvement.
- Confer with students, parents, and principal to resolve problems or conflicts.
- Communicate with parents/guardians via email, notes, and phone calls as needed. Make every reasonable attempt to respond to messages (electronic, voice, paper) within 24 hours of receipt. No more than 48 hours should pass before contact is made.

- Collaborate with the faculty on special unit projects to ensure that foreign language is cross-curricular.
- Develop, implement, evaluate and periodically report to the principal about the overall effectiveness of the foreign language program.
- Supervise students at St. Joseph Parish School while teaching and in other areas as needed/requested.
- Continue professional development through course studies, conferences, and workshops.
- Set, work toward, and track professional learning goals based off of the teacher effectiveness framework domains.
- Assess students on a regular basis using formative and summative assessments.
- Keep accurate records of student performance through trimester reports using online grading system.
- Model the Catholic faith for the students.
- Model mature judgment and emotional stability.

POSITION SPECIFIC REQUIREMENTS

- Must be a certified teacher in foreign language instruction or working towards certification.
- Must attend proper level sessions in "Sustaining the Mission" series scheduled each year.
- Must complete Safe Environment Training before beginning employment and renewal training every five years.
- Submit a criminal background check every five years.
- Read and sign The Code of Ethical Standards and Mandatory Reporting Responsibilities.
- Position requires ability to stand, walk, bend over/crouch and sit for extended periods of time; ability to use hands, speak, and hear.