



Mobile County PUBLIC SCHOOLS

Job Description Title – SPANISH TEACHER

SUPERVISED BY/REPORTS TO: Principal or World Languages Supervisor or their designee.

FLSA Designation: Exempt

QUALIFICATIONS:

- A. Bachelor's Degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, and degree was completed with a minimum of a 2.0 GPA. Acceptable degree majors are World Languages, Spanish, or Latin American Languages.
- B. Valid Alabama teaching certificate in the grade level, subject area(s) assigned or eligible for an Alternative Certificate.
- C. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- D. Ability to be punctual and maintain regular attendance.
- E. If not regularly certified in Spanish, the employee will have to take and pass the Spanish Praxis Exam within the first two years of employment.
- F. If the college degree is from a country other than the United States, the degree will have to be evaluated, at the applicant's expense. The MCPSS and the Alabama State Department of Education do not interpret foreign credentials but relies on certain agencies to provide an analysis of the applicant's records to assist in correctly interpreting those records. The applicant must forward college transcripts to the agency which will produce an analysis of the credentials for a fee. The agencies that are approved for certification purposes in Alabama are: the World Evaluation Services (WES); International Education Research Foundation, Inc.; Center for Applied Research, Evaluation and Education, Inc.; International Education Evaluations, LLC.; Educational Credential Evaluators, Inc.; and Josef Silny and Associates, Inc. The addresses of these companies are on ALSDE Form APF at www.alabamaachievers.org/teacher-center/teacher-certification/other-approaches/

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Develops and implement lesson plans that adhere to curriculum standards and teach Spanish grammar, pronunciation, vocabulary, and culture to students.
2. Teaches writing and Spanish composition. Teaches students about Spanish culture, which may include festivals, traditional food, and dress, and social conventions.
3. Assesses and evaluate student learning through assignments, quizzes, tests, and other forms of assessment.
4. Creates a positive and engaging learning environment that encourages student participation and academic excellence.
5. Provides feedback and guidance to students on their progress in Spanish language and culture and communicates with parents and guardians as needed.
6. Stays up to date with the latest developments in Spanish language and culture education, and continue professional development by attending workshops, conferences, and other training opportunities.
7. Advocates on the importance of the Spanish language in a Global Economy and seeks to provide unique opportunities to study the Spanish language outside of the regular classroom setting.
8. Creates a positive and engaging learning environment that encourages student participation and academic excellence. Organizes fun events where students can showcase their Spanish language skills.
9. Encourages students to listen actively, speak often, and take risks while acquiring the language.
10. Providing suggestions for further learning and scheduling intervention sessions with struggling students.
11. Integrate the use of technology appropriately and effectively into the curriculum.
12. Plans, coordinates, attends, and chaperones field trips as appropriate.
13. Works collaboratively with the other MCPSS Spanish teachers.
14. Cooperates in school-wide supervision of students for both in-class and during out-of-class activities. Actively supervises students in hallways before, after, and between classes, in library, in the cafeteria, bus areas, and at special events, ensuring safety and security.
15. Participates in administration of state and/or standardized testing as assigned; establishes appropriate testing environment and ensures test security.
16. Knowledgeably and responsibly communicates accurate and timely regarding individual student progress via newsletters, emails, notes, phone calls, to all relevant stakeholders.
17. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences so as to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
18. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents (i.e., fights, suspected child abuse, suspected substance abuse,

bullying, depression, suicide threats etc.) for the purpose of maintaining the personal safety of students and employees.

19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Maintains and engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership.
21. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
22. Is a role model for students and supports the mission of the school district.
23. Works well with all administrators, teachers, and other members of the school staff.
24. Performs other duties assigned by supervisor, administrator, or principal.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

PHYSICAL REQUIREMENTS:

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. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 15 pounds and occasionally may lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Fine Arts Supervisor, or their designee.

TERMS OF EMPLOYMENT

Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal or their designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.