



- Title:** HIGH SCHOOL INTERMEDIATE/ADVANCED SPANISH SUPPLY TEACHER
- Reports To:** High School Principal
- Start Date:** Second Semester
- Qualifications:** Bachelor's Degree; valid Georgia professional certification in the assigned teaching field or Master's Degree. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.
- Job Description:** The High School Spanish Teacher is given the duty of instructing students on advanced and intermediate Spanish courses.
- Physical Requirements:** Lifting and transporting boxes not exceeding 20 pounds; ability to stand for long periods of time while instructing; excellent hearing abilities; ability to transport students from one area of a building/campus to another.
- Responsibilities:**
- Promoting student engagement in order to assess and encourage progress while supporting and strengthening the learning capabilities of each student.
 - Maintain a healthy learning environment for the students in the classroom as well as instruction while monitoring and managing students' behavior, including appropriate enforcement of student behavior rules
 - Prepare and deliver daily lectures to students on
 - Supervise work and evaluate and grade students' class work, assignments, and papers.,
 - Follow professional practices consistent with school policies in working with students, students' records, parents and colleagues, while maintaining a professional demeanor in dealings with parents and students
 - Scheduling conferences according to school policies
 - Conduct assigned classes at scheduled times
 - Maintaining accurate, complete and appropriate records and files
 - Compile, administer, and grade examinations, and maintain student attendance records, grades, and other required records.

Prepare course materials such as syllabi, homework assignments, and handouts.

Maintain regularly scheduled office hours in order to advise and assist students.

Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction. Provide adequate information, plans and materials for substitute teachers

Keep abreast of developments in Spanish by reading current literature, talking with colleagues, and participating in professional conferences.

Initiate, facilitate, and moderate classroom discussions.

Assume responsibility for supervision of students in out-of-class settings, such as field trips or recess

Select and obtain materials and supplies such as textbooks and laboratory equipment while implementing designated curriculum

Advise students on academic and vocational curricula, and on career issues.

Collaborate with colleagues to address teaching and research issues.

Participate in student recruitment, registration, and placement activities.

Prepare and submit required reports related to instruction.

Perform any necessary administrative duties.

Act as advisers to student organizations.

Comply with policies as stated in the Employee Contract and the Employee Handbook while modeling appropriate Christian behavior in speech and actions

Any other duties as assigned by Supervisor