



ST. MARK'S  
EPISCOPAL SCHOOL  
*A Community Engaged*

## **Primary and Lower School Spanish Teacher Job Description**

St. Mark's Primary and Lower School Spanish Teacher is an important position for the students, families, and faculty at St. Mark's Episcopal School. While this position encompasses many different duties, its primary function is to plan, organize and implement an introduction to the Spanish language for students in grades Preschool 2 to 4th Grade in a learning environment that guides and encourages students to develop and apply Spanish language skills and culture.

### **Duties:**

- Plan, prepare and implement age-appropriate activities to introduce Preschool 2 - Kindergarten students to the Spanish language through communicative methodology to include: music, puppetry, storytelling and vocabulary games.
- Plan, prepare and provide age-appropriate instructional activities for acquiring Spanish literacy skills for students in grades 1-4.
- Review, identify and select program materials, resources and methodology for use in educational programming in collaboration with the Dean of Curriculum and Instruction.
- Instruct and monitor students in the use of learning materials and equipment.
- Monitor students' progress and maintain accurate student records.
- Inform parents of Spanish curriculum topics each trimester through a Spanish portal page .
- Technology skills are required in the following areas to support curriculum integration and organizational communication: Google Suite, smart board, iPads, a variety of digital apps, and other tools used for integrated projects.
- Communicate student concerns with parents through the appropriate channels (email, phone call, parent conference).
- Communicate student progress to parents on trimester student reports for grades 1-4.
- Maintain a positive classroom management approach.
- Serve as a member of duty rotations for recess, lunch, arrival, dismissal.

### **Other Duties**

- Participate in school meetings, collegial collaboration committees, parent conferences, school events and student supervisory duties.
- Communicate regularly with students, colleagues and parents regarding student progress and student needs.
- Keep up-to-date with developments in language acquisition, teaching resources, and methods in order to make relevant changes to instructional plans and activities.
- Maintain professional growth by attending staff development programs and other professional enrichment opportunities.
- Document curriculum through the school's mapping tools.
- Assume other responsibilities as assigned by the Head of Lower School.

**Physical Requirements and Work Environment:**

- Ability to sit and stand for extended periods of time.
- Physical agility to lift up to 50 pounds; to bend, stoop, and reach overhead.
- Work primarily in a traditional climate controlled classroom environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.
- Works in a sometimes highly stressful environment dealing with a wide variety of challenges.