

DIOCESE OF ALLENTOWN
St. Michael the Archangel School, Coopersburg/Bethlehem
Position Description

Job Title: Spanish Teacher (Pre- K to 8th Grade)

Job Status: Part-Time

Reporting Functions: Reports to Principal

Job Function: Provides daily instruction to grades Pre-K- 8th introducing the linguistic stylings and cultural nuances of the Spanish culture and language. Evaluate and record information on each child's developmental progress and provide feedback to parents.

Duties and Responsibilities:

- Provide daily instruction and select learning activities appropriate to student's needs based on the Spanish language.
- Create lesson plans that are appropriate to instruct elementary (Pre-K to 8th grade) Spanish language emphasizing vocabulary, pronunciation, grammar, reading, and spelling.
- Conduct research on teaching methods, materials, and language games that can be used in class.
- Develop an environment that promotes learning and social interaction to encourage active listening.
- Provide conversational classes where pronunciation and important words and phrases are taught.
- Teach students about Spanish culture, which may include the geographical locations, festivals, traditional food, attire, and social events.
- Organize fun events where students can showcase the knowledge they've learned about the Spanish culture and demonstrate language skills.
- Provides suggestions for further learning and scheduling intervention sessions with struggling students.
- Keeps order in the classroom and handles student behavior issues per St. Michael the Archangel School policies.

- Posts grades and sends grade reports to parents as required by the school system. Monitor students' progress with grades and report cards. Organize feedback sessions with students and their parents if applicable.
- Attend school preparation days, in-service and staff development opportunities, and Diocesan educational workshops; attend and participate in school faculty meetings and open houses, and other school-related activities upon the request of the principal.
- Prepare assignments, homework, oral and written examinations for students.
- Keep informed of current educational practices through professional reading and educational opportunities; remain current with both religious and academic standards.
- Any other duties as assigned by the Principal for a complete educational program.

Qualifications:

- Bachelor's degree in Spanish, or Education related field.
- PA Teacher certification preferred.
- At least 3 years of experience teaching Spanish language.

PRIOR TO INTERVIEW: Clear records of Pennsylvania State Police Criminal Record Check (PATCH), Pennsylvania Child Abuse History, and Federal Bureau of Investigation Criminal Background Fingerprint Check as required under Commonwealth of Pennsylvania's Act 153 of 2014 (at least 1 year old.) As well as attendance at a Protecting God's Children class and Mandated Reporter Training.

Other Requirements:

- Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church regarding matters of faith and morals.
- Previous experience working with children.
- An understanding of child development and the skills necessary to relate to the students being taught.
- Required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment.
- Flexibility is required to work with others in a variety of circumstances, with a diversity of individuals.

- The ability to handle classroom situations with fairness and patience.
- Good writing skills and the ability to communicate effectively with students and teachers.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Physical Demands: The employee is regularly required to stand, walk, sit, and talk or hear; frequent use of equipment including repetitive motions and computer eye fatigue; possible biological exposure to bacteria and communicable diseases. While performing the duties of this job, the employee is regularly required to sit, stand, and walk, with occasional stooping, bending, and reaching. The employee must have the ability to lift and/or move up to 60 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions: Normal classroom setting with working hours of 7:45 a.m.-3:15 p.m. Working hours are Monday through Friday; 29 hours per week. May be required to work outside the normal workday to attend workshops or events.

Please use this link to access the Diocese of Allentown's Teacher Application:

[AllentownDiocese/Employment](#)

Interested applicants **must** submit a cover letter, resume, clearances, and teacher application via iSolved Hire or to the following:

Principal Marianne Gano

Email: mgano@st-mikes.com

EOE M/F/D/V