



## Prestonwood Christian Academy

## Job Description

Position: **Spanish Teacher, Part-Time**  
Grade: **3<sup>rd</sup> – 6<sup>th</sup> Grade**  
Classification: **Salaried, Non-Exempt**

Reports to: (X) Lower School Principal

**Mission:** To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

### Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs.
- A strong clear Christian testimony.
- A mature, godly spirit.
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness.
- The ability to listen and respond to counsel.

### Duties and Responsibilities:

- Three - four classes and a planning period most days Monday thru Friday, with the possibility of no classes on Wednesdays.
- Contribute to school system's effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.
- Establish and adjust course outlines and objectives by following curriculum guidelines and school goals; modifying plans on the basis of student diagnostic and assessment procedures.
- Convey information to students by using language concepts, examples, demonstrations, and teaching aids, such as audiovisual equipment and computers.
- Complete educational requirements by scheduling and assigning instructional activities; following up on results.
- Assess student learning by preparing, administering, and scoring tests; reviewing and correcting assignments; eliciting student questions and responses; evaluating application of learning to classroom project results.
- Maintain student-learning results by providing instructional feedback; coaching; counseling, and disciplining students; planning, monitoring, and appraising learning results.
- Maintain records by documenting learning accomplishments, attendance, and behavior.
- Guide students' personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and on the playground.
- Help parents by providing academic information; suggesting available educational and social resources; addressing parents' concerns; answering questions and requests.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations.
- Conserve resources by using equipment and supplies as needed to accomplish educational results.
- Other duties as assigned by the Principal.

**Qualifications:** State issued Teacher's Certification in area of assignments  
Bachelor's degree in education and/or equivalent required subject hours.

**Physical and Mental Requirements and Work Environment Conditions:**

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Standing and walking for sustained periods of time – moving about on foot for lecturing and monitoring students in the classroom, as well as throughout the building and playgrounds
- Stooping, crouching, crawling and kneeling – ability to assist small children with various needs
- Climbing, Reaching, Pushing, Pulling and Lifting – ability to pick up small children as need as well as for classroom set up purposes; occasional lifting between 30 – 50 pounds
- Repetitive motion of the wrists, hands and fingers
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Environment is primarily indoors in a classroom environment as well as intermittent outside weather conditions, including extreme heat and cold
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts