



# JOB DESCRIPTION

<b>TITLE:</b>	Part-Time Spanish Teacher
<b>REPORTS TO:</b>	Assistant Principal of Academics
<b>DATE:</b>	March 3, 2021

**Check applicable interactive boxes below:**

Exempt     Non Exempt     Full-Time     Part-Time (# hours: .50 FTE – 3 Classes Every othe day)

## **PART I. Position Summary & Essential Functions**

**Position Summary:** *This is a 3-5 sentence summary of the overall position responsibilities.*

This is for a part-time teaching position for the 2021-22 school year. We have a need for a Spanish II teacher, working with 10<sup>th</sup> grade students to help further their grasp of the written, spoken and listening aspects of the Spanish language. We also have a need for an advanced level teacher, teaching AP and honors level Spanish courses. When we put our team together, we will determine which skillsets are best suited for each classroom.

**Essential Functions/Responsibilities:** *Describe the essential responsibilities and activities of the position below indicating the approximate percent of time spent performing each activity. The percentage should total 100%. Please include only responsibilities that account for 10% or more of your time and group all others into one category if necessary.*

- 1. (80% time) – Classroom Instruction** – Designing, implementing, assessing and refining instruction to meet the needs of all students, with a clear and consistent lens on equity and inclusion. This includes but is not limited to: deliver information in an engaging fashion, collaborate with department faculty to align lessons vertically, managing online platforms for students and parents to view grades, assignments and resources, maintaining accurate records for grades and attendance, facilitating and encouraging student discourse.
- 2. (10% of time) – Participation in Campus and Community Events** – This includes participation in outside activities such as coaching, attending meetings with families, attendance at sporting events, and attendance at open house and family conferences.
- 3. (10% of time) – Professional Learning Communities (PLCs)** – Weekly faculty meetings as well as additional department and grade level meetings to coordinate curriculum and pedagogy to improve outcomes for students.

**PART II. Minimum Qualifications** – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Must be fluent in Spanish

Basic technology skills

**Minimum Education Required - Check one box:**

- HS Diploma     Associate Degree     BA/BS     Masters     PhD/MD

List preferred related field for degree:.

Washington State Teaching Certification in related area(s)

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

Candidates who are in the process of working toward necessary certification or a BA may be considered for an interview for this position.

**List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):**

None required – teaching certification preferred

**Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):**

Interpersonal communication skills, managing multiple tasks, technology skills,

**Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):**

Knowledge of Microsoft Suite

**PART III. Physical Demands/Work Environment** - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking				X
Bending				X
Standing				X
Stooping				X
Sitting				X
Climbing		X		
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			
Stretching/reaching				X
Distinguish smell/temperature		X		
Hearing				X

<b>Physical Demand</b>	<b>Never</b>	<b>Occasionally (up to 25%)</b>	<b>Frequently (26-75%)</b>	<b>Constantly (76% or more)</b>
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment			X	
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials		X		
Exposure to outside activities that could include extreme temperatures or inclement weather		X		
Other:				

*The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.*

Please contact Lucas Dobbs, Assistant Principal of Academics, at [ldobbs@odea.org](mailto:ldobbs@odea.org)