



## Job Profile

Job Title:	Part-Time Spanish Teacher
Department:	Modern and Classical Languages
Reports to:	Principal
Date:	5/7/25

### General Summary

*What is the primary purpose of this position?*

The St. Francis Catholic High School Spanish Teacher will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The teacher is a subject matter expert who knows how to build a positive classroom culture focused on learning, uses student learning data to drive his or her work, and delivers engaging rigorous instruction. The teacher is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. This position is a part-time position (40%) teaching Spanish language classes.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

- Design and implement lesson plans according to the goals and objectives in the Scope and Sequence guidelines for the Spanish program, ensuring they are in accordance with site and diocesan policy;
- Implement curricula and academic interventions that meet grade-level standards;
- Design and implement assessments that measure students' progress towards grade-level standards;
- Use student assessment data to refine curriculum and inform instructional practices;
- Successfully foster and support an inclusive educational environment;
- Participate in and support events and activities sponsored by the Modern and Classical Language Department;
- Create a positive, achievement-oriented and structured learning environment that excites students and supports learning;
- Communicate effectively with students, families, and colleagues;
- Collaborate with teachers and leaders to improve instructional, culture-building and leadership skills;
- Develop specific plans for substitutes as necessary;
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by administration;
- Attend all employee meetings, department meetings, collaboration meetings, and FEP/SST meetings as appropriate;
- Attend and fully engage in all professional development, staff meetings, liturgies, masses, prayer services, assemblies, required supervision duties, and school events such as but not



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limited to Catechetical training, Community Benefit, Back to School Night, Open House, Baccalaureate, Graduation.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

#### Education:

Bachelor's Degree required. Single Subject Teaching Credential and/or Master's Degree preferred.

#### Job experience:

Experience teaching at the high school or college level. Experience teaching in Catholic education preferred.

#### Technical/Functional skills:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students
- Excellent written and verbal communication skills
- Native or near-native proficiency in speaking and writing Spanish
- Proficiency in classroom technology usage and applications and in integrating it into the curriculum
- Knowledgeable in ACTFL proficiency guidelines and National standards for foreign language learning
- Familiarity with Professional Learning Communities
- Maintains confidentiality and professional ethics
- Complies with guidelines established for safety training
- Familiarity with College Board curriculum

#### Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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