

TITLE: Spanish Teacher

QUALIFICATIONS: Written and verbal fluency in Spanish; bachelor's degree in education or Spanish, valid teaching certificate in North Carolina preferred

REPORTS TO: Head of School

JOB GOAL: To help students learn subject matter and skills that will contribute to their educational and social development

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Teach Spanish I and II to upper school students as well as Spanish enrichment classes to grades K-5.
- Follow all rules, policies and procedures of Ridgcroft School, along with any applicable state and federal regulations pertaining to school issues.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of students and is compatible with the school and state guidelines.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employ instructional methods and materials that are most appropriate for meeting stated objectives.
- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Counsel with colleagues, students, and/or parents on a regular basis.
- Assist the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
- Plan and supervise purposeful assignments for teacher assistants and evaluate their job performance.
- Strive to maintain and improve professional competence. Participate in the development and support of the broad school vision.
- Attend staff meetings, serve on staff committees and carry out non-instructional duties as required or assigned.
- Perform related duties and responsibilities as required by the Head of School.

Terms of Employment: Ten month work/FLSA Exempt

Starting Salary: Salary set by Head of School

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Demonstrate strong content knowledge.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to maintain order and discipline in a classroom.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in school, state, and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

To apply, please send a cover letter and resume to Mr. Russell Johnson, Head of School, at rhjohnson@ridgcroft.org or Ridgcroft School, 420 NC Highway 11, Ahoskie, NC 27910.