

Job Description: Middle School Spanish Teacher

Summary: Prospective applicants must be committed educational leaders responsible for using leadership, supervisory and administrative skills to assist the principal in promoting the educational development of each student. The ideal candidate has a passion for working with children from diverse backgrounds in an urban setting.

Essential Duties & Responsibilities (includes the following, though other duties may be assigned):

- Assists secondary students in developing their academic language proficiency skills in Speaking, Writing, Interaction, Reading and Listening of the Spanish Language.
- Develops appropriate lesson plans.
- Assigns appropriate lessons and homework with timely feedback.
- Instructs students through modeling, guided practice & free practice, while providing appropriate language supports for comprehensible input and achievable student output.
- Prepares course outlines & objectives according to state and local curriculum guidelines.
- Develops and administers assessments.
- Maintains student attendance and achievement records.
- Evaluates student progress and takes responsibility for student achievement.
- Maintains discipline in the classroom, along with a safe, encouraging, student-centered learning environment.
- Participates in building-wide efforts to give the WIDA (World-Class Instructional Design & Assessment).
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Selects, stores, orders, issues and inventories classroom equipment, materials and supplies.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Preferred:

- Experience in urban school settings

- 3+ years of experience teaching low income, minority, or historically underachieving students, with a record of exemplary results
- Oral and written Spanish skills
- Bachelor's Degree in Education from a four-year college or university

Compensation: Salary is based on years of experience and degree of education. A competitive benefits package is also offered.

Certification: Missouri Certification in Middle School Education and Spanish

Application Process: If you are interested in applying complete an application on moreap.org **and** send your resume and letter of interest with your educator ID to [opportunities @ guadalupecenters.org](mailto:opportunities@guadalupecenters.org) The application process includes two in-person interviews and teaching a sample lesson.

GUADALUPE CENTERS, INC. conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities' individuals with disabilities and veterans to apply to all of our job openings. We are Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.