

Job Description

Elementary Spanish Immersion Lead Teacher

Reports to: Head of School



ST. PETER'S
EPISCOPAL SCHOOL

❖ **QUALIFICATIONS**

- bilingual: advanced-high to superior level, if non-native speaker has passed the ACTFL Oral Proficiency Interview
- valid teaching certificate or masters in related field
- bachelor's degree (minimum)
- personal résumé
- 3 letters of recommendation
- transcripts or verification of degree

❖ **DESIRABLE TRAITS AND ATTITUDES**

- positive attitude
- intercultural sensitivity
- independent worker and team player
- organized and efficient
- motivated
- professional and ethical

❖ **SUPERVISION**

- responsible and accountable to head of school and point person
- responsible for students

❖ **MAJOR DUTIES AND RESPONSIBILITIES**

- teach all subjects utilizing the St. Peter's curriculum, school benchmarks, and/or national standards
- develop unit and lesson plans
- provide individualized, small group, and large group instruction in order to meet the needs of each student
- attend annual add.a.lingua summer training
- engage students in learning through best practice strategies
- assess students' academic and social growth
- keep records of student progress, prepare reports, and communicate progress with families
- identify students' special needs and work with other professional staff to best meet those needs
- establish, manage and maintain procedures, routines, rules and standards of student behavior
- maintain a safe, clean, comfortable classroom environment
- select and order instructional supplies, materials, and resources
- perform various non-instructional duties, such as attendance, lunch count, recess, car duty, etc.
- attend professional development growth activities on a regular basis
- participate cooperatively with the head of school and/or point person on the formative and summative evaluations
- supervise students both in and out of the classroom
- participate in committee work, family activities, and sponsored student activities