Middle School Spanish Teacher
Job Description

**Job Title:** Spanish Teacher  
**Classification:** Part Time (30 hours)  
**Division:** Middle School  
**Reports to:** Middle School Director

**Summary:**
Trinity School is a co-educational, independent, Catholic school for students in grades PreK-3 through 8th grade. Located on a 48-acre campus, Trinity is a place where children learn to love learning in an environment that fosters the educational process. One of the school’s major strengths is its commitment to a challenging, comprehensive curriculum offered in a personalized manner that invites the best from each student. The Middle School Spanish Teacher has a primary responsibility to provide grade instruction to students in grades 5-8.

**Essential Job Functions:**
Develop, document, and implement lesson plans consistent with the charism and philosophy of the Sisters of Notre Dame de Namur, as well as the ACTFL standards, curriculum guidelines and best practices. Provide support, as needed, to grade 5 team of homeroom advisors. Implement techniques to motivate, challenge and engage students of varying abilities. Establish reasonable standards for student mastery and achievement. Effectively integrate technology into instruction. Utilize the school’s learning management system to post assignments and resources for each class. Update electronic grade book weekly. Respond to all parent communication in a professional, empathetic and timely manner. Actively participate in faculty meetings, in-service learning, retreats, and school committees. Assist in actively supervising students during arrival/dismissal, recess, cafeteria, etc. Work collaboratively with other teachers, staff and administration.

**Core Competencies:**
Proficient communication skills.
Effective collaboration and problem-solving ability.
Demonstrate job specific skills required to meet essential job functions.
Native or near-native fluency in Spanish (listening, speaking, reading and writing).

**Required Education and Experience:**
Minimum Bachelor’s Degree in Spanish or a related field.
Experience and comfort with educational technology tools.
**Preferred Education and Experience:**
Experience teaching at the middle school level.
Experience in a Catholic or independent school setting.
MSDE Certification in a related field.

**Physical Requirements:**
Must be able to stand, walk and sit for prolonged periods of time.
Physical stamina and dexterity.

**Additional Notes:**
Salary commensurate with experience. This position is eligible for part-time benefits. The successful candidate will be required to complete Criminal Justice Information Services background check, and MSDE employment history review.

**Other Duties:**
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.