**Job Title:** Spanish Teacher (all levels)  
**Job Status:** Full-time/Part-time  
**Exempt Status:** Exempt  
**Department:** World Languages  
**Reports to:** Department Lead

**Job Summary**

It is the primary responsibility of the teacher to provide classroom instruction to the students of The King’s Academy, as well as be a positive role model for them. Teachers should view their role as a ministry, helping each student towards reaching their full potential in Christ.

The Spanish program at The King’s Academy offers students an engaging language learning experience where they develop communicative competence in speaking, listening, reading, and writing. This position is a full-time or part-time position, teaching high school courses in up to three different subjects.

**Duties and Responsibilities**

- Develop a curriculum map for each course taught where learning objectives are aligned with national and state learning standards and the school’s Expected Student Learning Results.
- Actively work with other faculty in the department to improve instruction in assigned subjects, and coordination across subjects.
- Prepare detailed lesson plans to share with the department lead and mentor teacher.
- Use a variety of teaching methodologies to create an engaging and safe classroom setting where all students are held to high expectations.
- Incorporate technology in meaningful ways into instruction and learning.
- Engage in on-site, off-site, and on-line professional development opportunities as recommended or provided.
- Update digital platforms each week to post homework assignments and resources for students and parents.
- Grade all assignments, tests, quizzes, and projects promptly, using the grading scale provided by the school.
- Keep an accurate and up-to-date digital record of all grades for each student, submitting mid-semester and semester grades to the Registrar on time.
- Keep an accurate record of all attendance and tardies for each student.
- Maintain discipline in the classroom to ensure maximum learning.
- Always keep an emergency lesson plan and current substitute folder in case of an unexpected absence.
- Keep an accurate record of all communications with parents.
- Attend Grade Level, Department, and Staff meetings, as scheduled.
- Lead a daily student homegroup.
- Coordinate field trips and special events, as needed.
- Attend staff and student retreats every year, as scheduled by the Administration.
- Participate in an off-campus service week, as scheduled by the Spiritual Life Department.
- Perform other duties that may be assigned.
Key Desired Qualifications

Education and Experience:
- Bachelor’s degree or higher in Spanish.
- Credential in the field related to teaching assignments preferred.
- Experience teaching AP level courses is preferred.
- ACSI or state certification is preferred.
- Training or experience in education is preferred.

Skills and Abilities:
- Broad knowledge and experience in the teaching field.
- Above average skills in planning lessons.
- Excellent skills in communicating both orally and in written form.
- Demonstrated ability in incorporating best practices in education, including effective use of technology.
- Experience using G Suite apps.

Other characteristics, such as personal characteristics:
- Commitment to serving Jesus Christ.
- Ability to work under pressure and in a fast-paced environment.
- Ability to keep confidential information.
- Energetic, flexible, resourceful.
- Leadership and mentoring skills.
- Able to understand, nurture, and relate to students.

Working Conditions

This position requires that the employee works from Monday – Friday and weekends when necessary. Involvement in a service trip may require travel and exposure to other cultures.

Benefits

The King’s Academy offers excellent benefits to employees and their families. Please check our website for more information at www.tkabenefits.com.