

DIOCESE OF ALLENTOWN
Nativity B.V.M. High School, Pottsville
Position Description

Job Title: Spanish Teacher

FSLA: Exempt

Job Status: Full-Time (Part-Time will be considered)

Reporting Functions: Reports to the School Principal

Job Functions: The Spanish Teacher actively instructs students, creates lesson plans, assigns and grades homework, manages students in the classroom, communicates with families, and completes additional tasks as assigned by the Principal.

******NOTE: APPLICANTS MUST SUBMIT CLEARANCES, A TEACHER APPLICATION, COVER LETTER, AND RESUME TO BE CONSIDERED FOR THIS POSITION.**

Duties and Responsibilities

- Provides academic subject instruction by preparing lesson plans, activities, projects, and assignments that empowers students to engage with course content intellectually
- Demonstrates knowledge of the prescribed curriculum, current educational research, and technological tools to address student learning styles and achieve meaningful and measurable outcomes following the designed lesson plan.
- Actively establishes and maintains appropriate student supervision so that students have a safe, orderly, effective, and productive environment. Upholds Nativity B.V.M High School's discipline procedures.
- Actively supervises students in hallways before, after, and between classes, in a library, in the cafeteria, in bus areas, and at special events, ensuring safety and security.
- Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lessons with the appropriate instructional materials; provides appropriate, detailed instructions/plans for a substitute teacher in the event of absence.
- Maintains fair, accurate, and timely grading policies, procedures, and attendance. Regularly checks email and updates web pages as required through the technology system provided by the school. Grades papers, assignments, and assessments promptly and accurately.
- Communicate with students and parents on a regular basis about schedules, assignments, events, and individual student needs. Meet with parents during parent-teacher conferences throughout the school year.
- Evaluate each student's progress in Spanish knowledge; keep appropriate records; prepare, administer, score, and record results of tests in evaluating student progress; prepare progress reports and report cards.

- Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms. Follow all Nativity BVM. High School and Allentown Diocese policies as per the teacher's handbook.
- Maintains and engages in professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership. Cooperates and collaborates with other staff members in planning instructional goals, objectives, and methods.
- Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings.
- Performs other duties assigned by supervisor, administrator, or principal.

Additional Conditions of Employment

Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church regarding matters of faith and morals, including maintaining a lifestyle that is in conformity with the teachings of the Catholic Church.

Educational Qualifications:

- Bachelor's degree with Spanish Coursework

Preferred Qualifications:

- PA Teaching Certification
- Previous experience working with children.
- An understanding of child development and the skills necessary to relate to the students being taught.
- The ability to handle classroom situations with fairness and patience.
- Good writing skills and the ability to communicate effectively with students and teachers.
- Ability to maintain a high level of confidentiality, a high degree of credibility, integrity, and self-confidence is essential.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements

Physical Demands: While performing the duties of this job, employees are regularly required to sit, stand, walk, and stoop. Must be able to talk and hear, both in person and by telephone. Use of hands to perform standard classroom duties and use office equipment is required. Reaching and lifting up to 10 pounds is also required. Vocal communication is required for expressing or exchanging ideas by the means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions: High school environment. School operational hours are 7:30 a.m. to 3:00 p.m. May be required to assist with special duties and work outside the normal school day to attend school-related events.

Please use this link to access the Diocese of Allentown's Teacher Application:

[AllentownDiocese/Employment](#)

Interested applicants **must** submit a cover letter, resume, clearances, and teacher application via iSolved Hire or to the following:

Principal Michael Grabowski

Email: mgrabowski@nativitybvm.net

EOE M/F/D/V