



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed

JOB TITLE: Teacher – Online Spanish Instructor

Reports To: Program Principal

Job Purpose Statement/s: The position of Teacher – World Language is for the purpose/s of improving student success in a second language; documenting teaching and student progress/activities/outcomes; developing lesson plans; modeling the necessary skills to perform assignments; providing a safe and optimal learning environment and providing feedback to students, families and administration regarding student progress, expectations, goals, etc.

Essential Job Functions:

- **Plan and Implement** a program of study following state and district outcomes that, as much as possible, meet the individual needs and abilities of the students in an online setting.
- **Create** an online classroom environment that is conducive to learning.
- **Guide** the learning process toward the achievement of curriculum student outcomes.
- **Employ** instructional methods, materials, and using technology that are appropriate for meeting objectives.
- **Assess** students' academic learning and/or skills for the purpose of providing feedback to students, families and administration regarding students' progress, expectations, goals, etc.
- **Advise** families and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals.
- **Maintain** accurate, complete, and correct records as required by law, district policy, and Administrative Regulations.
- **Confer** with colleagues, administrators, students and/or families when necessary.
- **Collaborate** with school personnel and families for the purpose of improving the quality of student performance, developing solutions and planning curriculum.
- **Implement** instructional methods and materials that are most appropriate for achieving stated objectives for instruction and student success employing technology skills to meet student need in an online setting.
- **Manage** student behavior for the purpose of providing a safe and an optimal learning environment in an online setting.
- **Prepare** teaching materials and reports (e.g. grades, attendance, anecdotal record, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.
- **Attend** staff meetings as well as serve on staff and district committees as requested.
- **Meet** the state standards for competent and ethical performance.

Other Job Functions:

- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.
- **Other** duties as assigned.

Job Requirements – Qualifications:

- ◆ **Experience Preferred:** Prior job related experience.
- ◆ **Must be able to navigate technology well.**

Skills, Knowledge and/or Abilities Required:

Skills in planning, developing, and implementing appropriate online curriculum and assisting students in realizing success. Effective communication skills with students, families and other school personnel. Essential technology skills will be required.

Knowledge of instructional theory and best practices, curriculum, state education code, state standards and district policies.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

Attendance:

Will have regular attendance at work and work activities. Will be punctual in meeting deadlines, attending meetings, and following schedules.

Education Required: Bachelor's Degree. **Spanish endorsement required.**

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred.

Bi-Lingual candidate required.

ESOL and/or Reading endorsement preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

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David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.