



Christian Brothers High School

Job Description

Job Title: **Teacher - Spanish**
Reports to: Principle
Status: 1.0 FTE
FLSA Status: Exempt
Salary: DOE

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position:

Appointed by the Principal, a teacher is the school's central agent for achieving its educational goals. The teacher is entrusted directly with the academic preparation of students. Teachers foster the knowledge, skills, and understanding students need to continue their education in college. In addition, teachers nurture students with their spiritual, social, and personal development, providing guidance and example which promotes Christian values, responsible behavior, and self-fulfillment. The teacher performs this trust in cooperation with the parents, who are the primary educators of their children, with the assistance of the department chairs, counselors, moderators, campus minister, and support staff – under the direction of the school's administration.

We are searching for a reliable and enthusiastic Spanish teacher to join our team. The Spanish teacher will teach students how to speak and write in Spanish, develop a range of assessments, including written and oral tests, and create an overall positive learning experience. It would help if you worked with students with different capabilities and interests.

To be successful as a Spanish teacher, you should demonstrate patience, passion, and excellent analytical skills. Outstanding candidates can identify students' strengths and weaknesses and take an innovative approach to language teaching

Essential Job Duties and Responsibilities

Leadership

1. To become familiar with the main principles and tenets of Catholic/Lasallian education and to actively support the school's mission, philosophy, and goals.
2. To promote the standards and good name of the school both internally and externally.
3. To participate constructively in the school's various forums and systems for evaluating the school and recommending improvements, including the accreditation process.

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Employee-Related

1. To provide documentation of educational background required medical testing (TB) and other materials, the school needs to maintain up-to-date personnel files.
2. To observe the schedule of working hours established by the administration, including special schedules for meetings, workshops, open houses, graduation, and other school functions.
3. To comply with all policies and procedures related to teacher absence, including but not limited to illness, personal time off, tardiness, leave, and participation in the teacher substitution program.

Professionalism

1. To maintain professional ethics, confidentiality, and protocol.
2. To observe the school's faculty dress, appearance, and language standards.
3. To report punctually for classes, meetings, perfecting and other assignments, observing designated periods.

Instruction/Curriculum

1. To be fluent in the target language.
2. To coordinate efforts with other departments and the total academic program.
3. To prepare fully for course assignments, including clarifying objectives and methods, reviewing materials, and coordinating meetings with colleagues.
4. To plan and conduct daily classes that accomplish course objectives
5. To evaluate student performance regularly and administer grading policies that are clear, fair, and consistent with department/school policies.
6. To confer regularly with the Department Chairperson and colleagues in evaluating and developing subject area curriculum, pedagogy, textbooks, materials, and grading policies.
7. To assist the Assistant Principal and the Curriculum Committee as requested in reviewing and developing academic programs and policies.
8. To comply with school policy when teaching controversial issues, including prior approval from the Department Chair and Assistant Principal.
9. To provide homework assignments for absent students as requested by the Attendance Office.

Co-Instructional

1. To observe all policies and procedures for arranging field trips and guest speakers.

Supervision

1. To remain mentally and physically present with students when engaged in school activities.

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2. To be knowledgeable of the disciplinary, attendance, and dress code policies outlined in the school's Parent/Student Handbook or through administrative directives and to enforce them.
3. To accurately record daily attendance and tardiness in PowerSchool.
4. To ensure the effectiveness of instruction by monitoring student behavior and taking appropriate corrective actions, including student or parent conferences, citizenship grading, detention, or referral to counselors, the Assistant Principal, or the Dean.
5. To ensure the efficient management of classroom business and coordination of schedules.
6. To provide for the security of classrooms and school equipment by locking doors and windows and keeping inventories.
7. To perform all supervisory and perfecting responsibilities assigned by the Dean of Students or other administrators, observing policies and guidelines aimed at ensuring students' safety and good order.
8. To provide requested information or recommendations regarding students' behavior to the administration.

Student/Parent Communication

1. To keep parents informed of students' academic progress and behavior, use prescribed forms and other appropriate means and respond to all reasonable requests of students or parents for progress reports and consultation.
2. To initiate meetings with students and parents to discuss improving performance and solving problems.
3. To establish, publish, and maintain teacher availability hours, for a minimum of 2 ½ hours per week, excluding lunch and break, for tutoring, mentoring, or otherwise assisting students.
4. To participate in information and special programs such as Report Card Night, Parent Nights, Back-to-School Night, Open House, and other events prescribed by the Principal.
5. To participate in the co-curricular life of Christian Brothers High School as moderators of clubs, student activities, and athletic teams as assigned.
6. Participate in the Student Retreat Program when requested by Campus Ministry and approved by administration.

Professional Development

1. To cooperate with the Department Chairperson and administrators in implementing the Teacher Evaluation Program.
2. To establish and pursue professional growth goals through coursework, research, conferences, workshops, and continuing education; confer periodically with the Department Chairperson and Administration to assess professional growth needs and plans.
3. To participate in District and school professional development programs.

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General

1. To perform other job duties as assigned.

Job Qualifications and Competencies

1. Fluency in the target language. Spanish.
2. Possessing a California teaching credential and/or master's degree from an accredited organization is preferred.
3. Prior experience in education; teaching at the high school level preferred.
4. Confidence with educational technology.

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and pull objects
3. Ability to reach overhead
4. Ability to operate a telephone
5. Ability to lift to 25 lbs.
6. Ability to operate a computer
7. Ability to process written, visual, and/or verbal information
8. Ability to operate essential office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the position's physical requirements. Christian Brothers High School will attempt to satisfy requests as long as the accommodation needed would not result in an undue hardship.

Please note: Proof of COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff

Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org. Along with your submission in the subject line, please list the title of the position you are interested in applying for. This position is open until filled.

This document in no way constitutes an offer of employment nor act as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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