

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Our Lady of the Assumption School

POSITION: Part-time Spanish Teacher (2 days a week)

CATEGORY: Exempt

POSITION STATUS: Part-Time

SUPERVISOR: Principal

Job Title: Part-Time Spanish Teacher

JOB SUMMARY: Our Lady of the Assumption School, a Catholic school committed to academic excellence and faith formation, is seeking a dedicated Part-Time Spanish Teacher. The ideal candidate will be enthusiastic about teaching the Spanish language and culture while actively supporting the Catholic identity and mission of the school. This educator will help students develop language skills in a Christ-centered learning environment. The teacher forms our students in their faith and helps them to grow academically, socially, and emotionally. The teacher works towards the high achievement of every student, helping them to meet their full potential. The teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgment.

The teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher is accountable to the principal and expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Our Lady of the Assumption School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: General Responsibilities:

- The teacher establishes a faith-filled environment
- The teacher demonstrates leadership with students, parents, faculty and staff
- The teacher demonstrates knowledge of content and facilitates learning for students without specific direction using considerable judgment.
- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Teach Spanish to students, focusing on language acquisition and cultural appreciation
- Develop and deliver engaging lesson plans aligned with curriculum standards and school values
- Incorporate Catholic teachings, values, and perspectives where appropriate in classroom discussions and cultural content
- Foster a respectful, inclusive, and faith-filled classroom atmosphere
- Support the spiritual development of students by modeling Christian values and participating in school liturgies, prayer, and service opportunities

- Collaborate with colleagues to support the overall mission and vision of the school
- Monitor and assess student progress using a variety of tools and provide meaningful feedback
- Maintain communication with families regarding student performance and classroom updates
- Attend faculty meetings, professional development sessions, and school-wide functions as required
- Organizes and prepares resources for students
- Participates in ongoing training and maintains the appropriate Catechist Certification
- Incorporates technology into the learning environment within the classroom
- Teaches assigned subjects and assists students as needed
- Evaluates and grades students' work
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks (livescan), Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for Our Lady of the Assumption School

Record Keeping Responsibilities

- Maintains grading records and updates the computer grading system at least weekly
- Prepares report cards for distribution at the end of each grading period
- Records daily attendance of students
- Completes all required forms and reports as designated by the administration

Meeting Responsibilities

- Attends school events, such as but not limited to faculty meetings, faculty retreats, Catechetical Sunday, Back to School Night, Open House, graduation, as well as all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the principal and the Catholic School Department

Distance Learning Responsibilities (when applicable):

- In addition to responsibilities above, the teacher is required to be available for distance learning and communication for the hours specified when instituted by the principal or CSD (e.g., during extended school closure); the teacher must have access to the Internet and electronic means of communication and delivery of distance learning.
- The minimum expectations for providing distance learning include the following:
 - Daily instruction by the teacher, either through posted video or real-time online interaction
 - Online class interaction at least once per week if not providing real-time instruction
 - Daily office hours for students and parents
 - Availability to parents and parent contact once per week

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree in Spanish (required)
- Valid teaching credential or certification (preferred)
- Prior experience teaching Spanish, preferably in a Catholic or faith-based setting
- Practicing Catholic or committed to supporting the teachings and mission of the Catholic Church
- Native or near-native fluency in Spanish and proficiency in English
- Strong classroom management, communication, and organizational skills
- Familiarity with using technology and digital tools for instruction

Experience: Previous instructional experience as a Spanish teacher

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Our Lady of the Assumption School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Our Lady of the Assumption School
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for bloodborne pathogens, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Google Classroom, Microsoft Word, Excel, and other computerized software
- Displays proficiency with computer hardware and applications, and effectively integrates technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE