



## Walnut Creek Christian Academy

### Spanish Instructor Job Description

#### GENERAL DESCRIPTION

- Goal:** The Spanish instructor shall prayerfully support the teaching and ministry functions of WCCA through Spanish instruction, helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview:** The Spanish instructor shall be a born-again high school graduate who feels called of God to serve in the ministry of WCCA. He/she shall have related post-high school education and experience preferred and shall demonstrate proficient instructional skills in Spanish. Other qualifications may be added by the Board as deemed appropriate.
- Contracted by:** The principal for one year.
- Responsible to:** Principal
- Supervises:** Students.
- Evaluation:** Performance will be evaluated by the principal with input from the department chairperson and will be in accordance with provisions of the Board's policy on evaluation of personnel and this job description.

#### REQUIRED PERSONAL QUALITIES

##### The Spanish Instructor shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be at all times, both in and out of school, a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.

5. Be a member of, and actively involved in, an evangelical, protestant church whose fundamental beliefs are in accordance with the WCCA Statement of Faith (Hebrews 10:25).
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

## **ADDITIONAL PERSONAL QUALITIES**

### **The Spanish instructor shall:**

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately. Avoid off-the-cuff comments and inappropriate communication of administrative, staff, parent, or student information.
9. Make an effort to appreciate and understand the uniqueness of the community.

## **JOB DESCRIPTION - Essential Functions**

### **The Spanish instructor shall:**

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith through his/her witness and Christian role modeling.
3. Lead students to a realization of their self-worth in Christ.

4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
6. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered music room.
9. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of weekly lesson plans.
10. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
13. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress. Follow school policy in posting grades on RenWeb.
14. Keep students, parents, and classroom teachers adequately informed of progress or deficiencies and give sufficient notice of failure.
15. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public. Demonstrate knowledge of the general school program.
16. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
17. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, administration, and Board.
18. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
19. Attend and participate in scheduled meetings.
20. Know the procedures for dealing with issues of an emergency nature.

21. Inform the administration in a timely manner if unable to fulfill any duty assigned.
22. Display strong evidence of advance planning and organization for the class(es). Be a self-starter, working well with and without supervision.
23. Fulfill all requirements and duties with regard to accreditation procedures and assignments.
24. Fulfill applicable specific duties professionally and in accordance with school policy and training:
  - Instruct K-8 classes in grade appropriate Spanish education, including vocabulary, Spanish greetings, numbers and letters, and basic conversation
  - Develop, periodically review, and implement a scope and sequence of instruction for each grade level

### **JOB DESCRIPTION - Supplemental Functions**

#### **The Spanish Instructor shall:**

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

Date job description reviewed:

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Walnut Creek Christian Academy  
Physical Requirements to Fulfill the  
Essential Functions of this Position**

**FREQUENCY OF REQUIRED EXPOSURE/USE.**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST			
CHEMICALS/SOLVENTS			
NOISE			X
CLIMBING STAIRS			X
CRAWLING OR KNEELING			X
STANDING			X
SITTING			X
WALKING			X
RUNNING			
BENDING			X
REACHING OVER SHOULDER			X
PUSHING			X
PULLING			X
<b>MOVING HEAVY ITEMS</b>			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			
LIFTING OVER SHOULDER:			
Up to 20 lbs	X		
Up to 50 lbs			
More than 50 lbs			
CARRYING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			

<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERG. HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			X
PREPARE REPORTS			X
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORD.			X
OUTDOOR DUTY	X		
DRIVING	X		
FLYING			

<b>OPERATE MACHINERY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
TELEPHONE	X		
FAX	X		
COPIER	X		
COMPUTER			X
PRINTER	X		
CALCULATOR	X		
OVERHEAD PROJ.	X		
AV EQUIPMENT		X	
OTHER (Please list)			
Teach Physical Ed. Class			

