

Spanish Teacher Job Description

St. Vincent de Paul School is searching for a passionate and dependable Spanish teacher to join our team. The Spanish teacher's responsibilities include teaching oral and written Spanish, tailoring lesson plans to individual students or classes, and setting homework and assessments. You should be able to juggle a wide range of responsibilities including administrative tasks.

To be successful as a Spanish teacher, you should be passionate about the Spanish language and culture. Outstanding Spanish teachers are energetic and able to inspire passion for the language in their students.

Catholic Identity:

- Promotes and supports the mission of the Catholic Church and Catholic education by planning, guiding, and evaluating the learning process within the framework of the Saint John School Philosophy, Mission Statement, School Wide Learning Expectations (SLEs), and adopted curriculum.
- Gives evidence of lived Gospel values by being an active member of a faith community and by being open to the importance of personal faith journey. Strives to model the teaching of Jesus by attitude and example.
- Supports and adheres to the code of conduct as outlined in the Archdiocese of San Francisco Handbook for Schools.
- Helps build the school's faith community by a demonstrated willingness to participate in and plan school Masses, religious services, assemblies, and activities.
- Obtains the Archdiocese of San Francisco Basic Catechist Certificate and completes the necessary requirements to renew the certification every 3 years.
- Participates in any scheduled religious retreats or conferences.

Spanish Teacher Responsibilities:

- Developing lesson plans and curricula based on the needs of individual students.
- Providing conversational classes where pronunciation and important words and phrases are taught.
- Teaching writing and Spanish composition classes.
- Conducting research on teaching methods, materials, and language games that can be used in class.
- Scheduling and preparing students for oral and written examinations.
- Monitoring student's progress by writing up reports and grading assessments.
- Organizing feedback sessions with students and their parents if applicable.
- Providing suggestions for further learning and scheduling intervention sessions with struggling students.
- Teaching students about Spanish culture, which may include festivals, traditional food, and dress, and social conventions.
- Organizing events where students can showcase their Spanish language skills.

Spanish Teacher Requirements:

- Bachelor's or master's degree in Spanish language, literature, or an equivalent may be required.
- Proven written and verbal proficiency in Spanish.
- A teaching certificate or license may be preferred.
- Knowledge of and practical experience with digital tools.
- Proficiency in MS Office.
- Strong interpersonal as well as written and verbal communication skills.
- Excellent analytical and problem-solving abilities.
- Well-organized and able to handle multiple responsibilities.
- Detail-oriented and resilient.

Salary Range \$55,000 - 75,000 - Placement dependent on experience

Full time: 30 to 37.5 hours a week

Please submit a resume and cover letter to:

Marguerite Pini

Principal, at administration@svdpsf.com

Saint Vincent de Paul School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, gender or disability in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.