



Mary Help of Christians School

10 E. Del Mar Boulevard
Laredo, Texas 78041 – 2368

Job Description – Spanish Classroom Teacher

General Description

This full-time position reports to the Principal and Assistant Principals

The Spanish classroom teacher will meet all qualifications and behavior standards as set by the Laredo Catholic School Office for staff and as stated in the Salesian Educator Profile. It is primarily the witness and the behavior of teachers that give the distinctive character to Catholic schools. While a teacher must be knowledgeable and qualified in subject matter, psychology, and pedagogy, they must also demonstrate a practical knowledge of these sciences in the classroom. It is the chief desire of the Church that teachers consider their lived-faith and their Christian life-style just as important as their professional credentials.

In accordance with certification requirements and the performance expectations of the Catholic School Office, the Spanish Classroom Teacher of Mary Help of Christians School shall meet the following employment criteria:

Primary Responsibilities

- be diligent in learning the Salesian Educational Philosophy and dedicated in its implementation and application
- maintain a high level of confidentiality
- cultivate attitudes and skills in one's self and students for life-long learning
- develop students cognitive capacity and love for learning
- foster students' self-worth, love for God and love for one another, forming good Christians and honest citizens

Summary of Essential Functions

- Follow Jesus Christ and his teaching
- Provide spiritual experience to students that develop and foster knowledge of Catholic doctrines and beliefs
- Elicit students participation in Mass, worship, and services ministries
- Guide students in the preparation of the liturgy and prayer service
- Gain student attention through creativity
- Impart knowledge in subject being taught
- State and review SAT, CC Standards and TEKS objectives
- Guide student through the learning/lesson cycle
- Foster students to perform independent work and independent thinking
- Teach using the lesson cycle
- Monitor student work and reteach as needed
- Manage student behavior
- Implement the St. John Bosco preventive method and PBIS
- Foster the teachings of St. John Bosco
- Establish a climate of respect, courtesy, and honesty

- Arrive on time
- Adhere to the dress code
- Treat each student and all other staff members with dignity and respect
- Evaluate student progress
- Communicate with parents about student's grades, progress, behavior, etc.
- Maintain an excellent rapport with parents, caregivers, etc.
- Communicate student progress, behavior, etc. with school administrators
- Create opportunities for students to be successful
- Assign homework that is clear, precise, and that students understand
- Maintain a safe classroom
- Manage and adjust to daily schedule and other changes in schedule
- Turn in Lesson Plans on a timely basis
- Turn in any other items that should be turned into the Administration on a timely basis
- Maintain an attractive and creative classroom
- Maintain a positive, inviting, and nurturing classroom
- Attend and participate in Diocesan meetings
- Attend and participate meetings held at our school
- Sponsor a club
- Promote club activities that follow the Salesian philosophy and that promote learning as well
- Be an active member of the school community
- Turn in grades on time--- (9 Week Grades and Progress Report Grades)
- Supervise students in out-of-classroom activities such as recess, etc. during the day
- Attend afternoon supervision duties; if absent or unable to attend, the teacher must advise supervisor and partner teacher.
- Plan yearly field trip
- Control and supervises the storage of equipment and materials in the classroom
- Assist in selecting books, instructional aids, equipment, supplies, etc.
- Identify students learning needs/deficiencies and reports information to administration
- Is fair and consistent in discipline
- Is fair with all students and does not play favorites
- Is an asset to the school and to the students
- Stay abreast of new teaching methodologies
- Attend other conferences and professional meeting outside the school and Diocese to stay abreast of changing ideas with the field of teaching
- Participate cooperatively with the Principal and the Assistant Principal
- Mentor new teachers if asked to do so by Administration
- Is discreet about absences and tardiness
- Respond to oral and written communication from parents
- Serve as member of committees as designated by Principal or Assistant Principals
- Set conferences with parents/caregivers
- Attend conferences with parents/caregivers
- Attend ARD meetings if needed
- Speak with Administration about requesting supplies
- Is CPR/First-Aid certified
- Is timely about returning papers to students
- Is timely about posting grades and homework on Plus Portal
- Carry on day-to-day tasks as needed
- Perform any other duty requested by the Principal and/or Assistant Principal

Minimum Requirements

- Texas Teaching Certificate and/or acceptance letter from an Alternative Certification Program (ACP)
- Bachelor's degree from accredited university
- Official Transcripts
- Resume (recommended)
- Service Records (if you have previous school experience)
- Three (3) reference forms from current or previous supervisor
- Ability to instruct students and manage their behavior
- Strong organizational, communication and interpersonal skills
- Knowledge of curriculum and instruction
- Ability to communicate effectively in verbal and written form
- Ability to maintain emotional control under stress
- Driver's License
- Tuberculosis exam
- Background Clearance
- Social Security

Working Conditions: Encounter on a regular basis as part of the work this job performs.

	Never (0-30%)	Occasionally (31-60%)	Frequently (61-100%)	Continuously
LIFTING OR CARRYING:				
1-10 LBS.		X		
11-20 LBS.		X		
21-40 LBS.		X		
41-60 LBS.		X		
61 OR MORE LBS.	X			
PUSHING OR PULLING:				
1-10 LBS.		X		
41-60 LBS.		X		
61 or more LBS.	X			
BENDING OR STOOPING:		X		
REACH ABOVE SHOULDER LEVEL:		X		
DRIVING AUTOMATIC EQUIP. VEHICLE:	X			
WORKING WITH MACHINERY:	X			
CLIMBING:	X			
WALKING:			X	
STANDING:			X	
SITTING:		X		
WORKING IN EXTREME TEMPERATURE:		X		

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.