



MADISON-RIDGELAND ACADEMY

A Christian school educating the mind, body, and spirit

Spanish Instructor Job Description

General Description

Mission: Madison-Ridgeland Academy is a college-preparatory Christian School committed to educating each student's mind, body, and spirit.

Vision: Madison-Ridgeland Academy is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders who will impact the world for Jesus Christ.

Job Summary:

High School Spanish Instructor

Hired by:

Associate Head of School

Responsible to:

High School Principal

Evaluated: An annual written evaluation is provided by the Secondary School Administration, which includes the High School Principal and the Director of Instruction.

Type of position: This is a contracted, exempt employee who is paid on a salaried basis.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect: A strong, clear Christian testimony

- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect the following:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities

- Contribute to the school system's effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives
- Establish and adjust course outlines and objectives by following curriculum guidelines and school goals;



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modifying plans on the basis of student diagnostic and assessment procedures

- Convey information to students by using language concepts, examples, demonstrations, and teaching aids through best practices utilizing the integration of technology with subject matter.
- Complete educational requirements by scheduling and assigning instructional activities; following up on results
- Assess student learning by preparing, administering, and scoring tests; reviewing and correcting assignments; eliciting student questions and responses; and evaluating the application of learning to classroom project results.
- Maintain student learning outcomes by providing instructional feedback, coaching, counseling, and disciplining students; and planning, monitoring, and appraising learning outcomes.
- Maintain records by documenting learning accomplishments, attendance, and behavior
- Guide students' personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and within the school building
- Help parents by providing academic information, suggesting available educational and social resources, addressing parents' concerns, answering questions, and responding to requests.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Maintain a safe and clean working environment by complying with procedures, rules, and regulations
- Conserve resources by using equipment and supplies as needed to accomplish educational results
- Other duties as assigned by the Principal

Requirements

Qualifications

- Mississippi Association of Independent Schools issued Teacher's Certification in the area of assignment.
- Bachelor's degree in education and/or equivalent required subject hours

Physical, Environmental, and Mental Requirements

- Regularly standing and walking around the classroom, lecturing, and monitoring students.
- Regularly sitting at the computer requires repetitive finger motion and manual dexterity.
- Close visual acuity is required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading



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- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions to students, parents, and other workers
- Ability to communicate effectively, even in stressful situations
- Primarily inside the classroom environment
- Occasional lifting of 5 to 20 pounds
- Subject to frequent interruptions and frequent deadlines