HudsonWay Immersion School

Job Description

Job title:  Head Spanish Teacher - PreSchool
Location:  Stirling, New Jersey
Reports to:  Principal
Classification:  Salary, contract, exempt
Work schedule:  School year (late August to mid-June) full-time
Salary:  $41,000 - $57,000 a year

Position summary:
The lead teacher should have an understanding and commitment to the vision of the language immersion model. S/He must possess an excellent command of the language of instruction (Spanish) in order to model, instruct and maintain high academic standards as well as adhere to the language policy of the classroom.

Major responsibilities:
● Meets and instructs assigned classes in the locations and at the time designated.
● Plans a program of study that meets the individual needs of students i.e. differentiates instruction for children of different linguistic, cultural and academic backgrounds, as well as for children with different learning styles, needs, interests, and abilities of the students.
● Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
● Prepares for classes assigned and encourages students to set and maintain standards of classroom behavior.
● Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
● Employs a variety of instructional strategies, inclusive of immersion techniques, and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
● Strives to implement by instruction and action HWIS’ philosophy of education and instructional goals and objectives.
● Assess the accomplishments, including linguistic benchmarks in the target language, of students on a regular basis and provides progress reports as required.
● Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

Other responsibilities:
● Maintains accurate and correct records as required by law, school policy and administrative regulations.
● Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom develops reasonable rules of classroom in a fair and just manner.
● Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
● Strives to maintain and improve professional competence.
● Attends professional development, curriculum development sessions and staff meetings and serves on committees as required. Encourages colleagues to pursue professional growth.

Qualifications:
● Native speaker of Spanish
● Bachelors or Master’s degree in early childhood
Teacher Certification in ECE

Such alternatives to the above qualifications as the Administration may find appropriate and acceptable

Excellent written and oral communication skills
Excellent organizational and classroom management skills
Strong computer skills, including internet, MS office, use of technology in classroom