

ANNOUNCEMENT OF VACANCY

Spanish Teacher (ages 4-12)

Part-time

DESCRIPTION OF COMPANY

CASA de ESPAÑOL is a Spanish language school dedicated to offering Spanish enrichment courses for children and adults. Classes are no larger than 10 students and candidate must commit to teach a full 8-week course. CASA is a comprehensive small business offering classes to school aged children ages 4-12 from the hours of 3:40-5:00 pm Monday – Friday and on Saturdays between 10-1pm.

QUALIFICATIONS

The successful candidate will possess a Bachelor's degree in Spanish from a higher institution and be proficient in English, a teaching credential is preferred. Ideal candidate must demonstrate evidence of superior classroom management; the ability to promote a fun and engaging classroom environment; proficiency in teaching using computer and web technology; willingness to prepare exceptional lesson plans; evidence of enthusiasm and commitment to teaching is necessary.

RESPONSIBILITIES

Basic responsibilities will be to work with children ages 4-12, make learning Spanish fun and dynamic through engaging and interactive lesson plans and activities created by teacher. Successful candidate will have no grading responsibilities, except for providing positive personal encouragement and feedback orally to each of their students and parents of students.

DUTIES

1. Prepare lesson plans for an hour and twenty minute class blocks, bulletin board displays, exhibits, equipment, and demonstrations.
2. Present subject matter to students using lectures, activities and games, or supervised role-playing methods.
3. Plan, prepare, and develop various teaching aids such as posters, charts, and graphs.
4. Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
5. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
6. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
7. Supervise students in classrooms, halls or on field trips.