

**Millers Creek Baptist Christian School  
Millers Creek Baptist Church  
Millers Creek, NC**

**Part-Time High School Spanish Teacher Job Description**

General Qualifications

This person must be of the Christian faith and an active member of a local church. Must be at least 21 years of age and have a love and concern for children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, and be able to relate well to students. (S)He must be committed to professional growth in the field of education. This person must have a four-year college degree, preferably in education.

Staff Relationship

Responsible to the school administrator(s).

Principle Function

The high school Spanish teacher is responsible for providing instruction to 10th grade students who complete Spanish 1 during the 1st semester and Spanish 2 during the 2nd semester. Students are expected to develop oral and written language skills as a foundation for future learning.

Additional Information

Start date: October 30, 2023

Daily hours: Monday-Thursday 1:30-3:30 pm, Friday 1:15-3:15 pm

Job Responsibilities

1. Plan, supervise, and implement the program for the class in accordance with the policies and mission statement of the church.
2. Maintain a Christian environment and atmosphere in the classroom.
3. Keep all required student and school records.
4. Be responsible for all ordered arrangement, appearance, decor, and learning environment of the classroom.
5. Attend all staff meetings.
6. Assist and attend all public-relations events sponsored by the school.
7. Keep abreast of new research and developments in education.
8. Maintain ongoing parent communication about students' strengths and needs.
9. Plan and coordinate field trips.
10. Plan, write and implement lesson plans in accordance with curriculum guidelines.
11. Gear the program to the needs of individual students as much as possible.
12. Plan for effective use of the teacher assistant (when applicable).
13. Participate in the evaluation of the teacher assistant (when applicable).
14. Inventory and manage classroom supplies.

15. Keep lists of all children who have allergies.
16. Notify the administration of any safety violations or hazards in writing.
17. Participate in recommended training programs, conferences, courses, and other aspects of professional growth.
18. Responsible for seeing the classroom is left clean each day.
19. Plan and implement positive classroom discipline in accordance with school policy.
20. Treat students, church and school staff with respect and dignity.
21. Fulfill any other reasonable request of the school administrator(s).

Personal Responsibilities

1. Dress appropriately and modestly in a Christian-like fashion.
2. Exhibit conduct and language becoming a Christian at all times.
3. Endeavor to read the Bible and pray daily.
4. Attend church on a regular basis.

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Employee Signature

Date