

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: Spanish Teacher Department: UPA

Reports To: Principal Salary Range: PT Role at \$20.99 per hour, 8-10 hours a week + Total Rewards Package

Position Summary: This teacher will be responsible for teaching 11th & 12th grade Spanish. Spanish teacher will work closely with the UPA team to create a program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for future learning and productive citizenship in accordance with each student's ability; to establish good relationships with parents and other staff members. The teacher is responsible for planning and implementing lessons in accordance with the standards set forth by the UrbanPromise Academy, State of NJ, and Common Core standards.

Essential Job Functions:

- Uphold UrbanPromise values and demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Clearly and consistently communicate, model, and enforce UPA behavior expectations; where needed, implement classroom specific policies and procedures all with a goal of maintaining a safe, welcoming, and positive learning environment.
- Develop and administer a Spanish language education curriculum consistent with UrbanPromise's goals and objectives.
- Foster a safe and conducive classroom environment for individualized and small group instruction, promoting student learning.
- Create lesson plans and instructional materials tailored to students' needs, ensuring sequential assignments that challenge and engage them effectively.
- Teach Spanish language skills including comprehension, grammar, syntax, composition, vocabulary, and cultural appreciation.
- Cultivate student understanding and appreciation of Spanish-speaking cultures.
- Conduct ongoing assessment of student learning and progress, modifying instructional methods as necessary, including for students with special needs.
- Maintain accurate records of student activities, achievement, and attendance.
- Encourage parental involvement in students' education and maintain effective communication with students and parents.
- Coordinate with other staff members, participate in faculty meetings and committees, and contribute to the school community.
- Select appropriate books, instructional aids, and supplies, maintaining inventory records.
- Participate in the employee performance appraisal process. Participate in and seek out professional training and development opportunities.

Additional Duties:

- Perform other related tasks as assigned by the principal and or administrators at UrbanPromise.
- Comply with all communicable disease and performance management policies.
- Attending required staff events including all-staff meetings and some fundraiser events.

Essential Job Requirements:

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| EDUCATION | Bachelor’s Degree in applicable field and Teaching Certification from an accredited college or university |
| EXPERIENCE | No less than 1 year of curriculum delivery in the form of classroom instruction to high school aged youth. |
| REQUIRED SKILLS | Public speaking, keyboarding, office technology, interpersonal communication |
| PREFERRED SKILLS | CPR and First Aid Certification; |
| PHYSICAL REQUIREMENTS | UPA is an experiential and outdoor expeditionary high school. Teachers are expected to perform duties and responsibilities of a physical nature. A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented if hired. |

****Equal Opportunity Statement**

At UrbanPromise, diversity, equity, inclusion, and belonging aren't just ideals—they're vital to our success. We're all about building a team that mirrors the beautiful diversity of the communities we serve. We're committed to nurturing an inclusive workplace where every staff member, youth, family, volunteer and or donor regardless of background, feels right at home, fully engaged in our inspiring mission and values. Plus, we're dedicated to championing racial and social equity in everything we do! Join us in this incredible journey toward a more diverse, inclusive, and equitable future!"

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, VP of Human Resources and Volunteer Programs, Brian Mackey bmakcey@urbanpromiseusa.org .