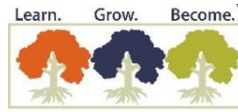


**JOB DESCRIPTION:**  
**Elementary and Middle School**  
**Spanish Teacher**



**Woodinville Montessori School**  
 a nonprofit organization

**SUMMARY:**

This position is a part time Specialist in the Elementary and Secondary program instructing of children 4<sup>th</sup> to 8<sup>th</sup> grade. Beginning February 1, 2022, instructional time with students takes place Tuesdays and Thursdays 11am to 2:40pm. The teacher will provide and teach Spanish curriculum to the students, with keen awareness of the functioning of the whole while also paying attention to individual and small group needs. Throughout the school year, the teacher will work with the Elementary and Secondary teaching teams and Program Directors to ensure that students have the necessary tools and time to devote themselves to their work, building a cohesive community and continuing to develop the love of learning.

To achieve the school mission, the teaching staff at Woodinville Montessori agrees to fulfill the following roles and responsibilities. There may be differences in how these tasks are performed at various levels but the need for attention to all areas remains consistent no matter the age of the children you teach. All faculty need to follow Montessori philosophy and meet every child for who, what and where they are. Montessori education seeks to find the unique path for each individual, not to force the individual into a predetermined path.

<b>CALENDAR / FTE:</b> Academic Year / .4	<b>STATUS:</b> Exempt / Salary	<b>COMPENSATION:</b> DOE
<b>DEPARTMENT/LEVEL:</b> Program / Specialist	<b>REPORTS TO:</b> Directors of Elementary and Secondary Programs	<b>DATE:</b> January 2022

**DUTIES:**

The paramount duty of a teacher in a Montessori classroom is to educate and guide students toward their optimal intellectual, emotional, social, physical, ethical and spiritual development in an in-person or remote classroom. Other duties include but are not limited to:

- Provide Spanish language and cultural instruction to Elementary and Middle School students
- Brief monthly written communications to be included in classroom newsletter regarding curriculum and activities for the month
- Keep classroom teachers informed as to progress of students and topics introduced
- Utilize positive and effective classroom management skills
- Follow a written curriculum plan for work/materials to support the curriculum
- Develop and create hands- on materials for instruction
- Provide a master for any new materials and a lesson plan for activities developed
- Facilitate remote instruction to maintain the students' academic progress and growth in the event that onsite instruction is not possible.

**EDUCATION/CERTIFICATION REQUIREMENTS:**

- Undergraduate Degree, equivalent experience, or professional training, preferably in education related field
- Demonstrated commitment to education of all children
- Infant/Child & Adult CPR
- First Aid
- HIV/Blood-borne Pathogens

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- Experience teaching Spanish to children
- Previous experience working with elementary students in an educational setting
- Experience with Montessori methods, or a willingness to learn

**KEY PERFORMANCE CHARACTERISTICS:**

- Attuned to variations in learning style of individual students and willing to adapt to them
- Demonstrated enjoyment and understanding of children
- Demonstrated ability to write proficiently, speak in public and work with adults
- Ability to work successfully in a collaborative team relationship
- Demonstrated ability to create and maintain collaborative working relationship with parents and students
- Work with children in a warm, patient, calm, respectful and confident manner
- Be organized, attentive to details, able to multi-task, and a careful observer
- Maintain confidentiality
- Maintain a calm demeanor in a busy, highly flexible environment
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff and parents
- Use tact, courtesy and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

**WORKING CONDITIONS:**

- Must remain flexible to meet the immediate needs of students, staff and school
- Is required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions
- May occasionally be outside in all weather conditions

**Physical demands:**

- Demonstrate full range of motion to kneel, stoop, bend, twist, crouch, crawl, reach up high
- Is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- May frequently lift, move and/or hold 10 to 30 pounds.
- May occasionally lift and/or move up to 50 pounds.
- Is capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Receives the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise students
- Is able to fully participate in activities

**Mental and emotional demands:**

- Focuses on the children and their safety as the highest priority at all times
- Is able to tolerate occasionally noisy and busy children
- Communicates with colleagues and parents under stressful conditions
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

**OFFICE AND SOFTWARE SKILLS:**

- Technology proficient including Office Suite, Email, and Internet
- Proficient skills in Seesaw and Zoom

**UPON HIRE:**

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires the employee to provide fingerprints.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_