



BENJAMIN FRANKLIN HIGH SCHOOL

AT THE KATHERINE JOHNSON CAMPUS

Job Title	Spanish Teacher	Classified	10 months
Department	Faculty		
Supervisory Reporting	Dean of Academics, Dean of Student Life, Dean of Student Support, Assistant Principal of Academics, Assistant Principal of Operations, Principal, and CEO		
Works closely with	Administrative Team, Leadership Team, Faculty, Staff, Parents, & Students		

Professional Expectations

- Professional development - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks promptly.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond promptly to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision-making/problem-solving - make sound and timely decisions by analyzing facts; reach logical conclusions by the use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

Job-Specific Expectations

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
- Develop schemes of work, lesson plans, and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate and timely feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate, timely, and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies, and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, and parent meetings.
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate students' performance and development.
- Assign and grade class work, homework, tests, and assignments.

Physical Requirements of the Position (list any that occur on a regular basis)

Accommodations will be provided
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Required to exert physical effort in handling objects more than 35lbs. rarely.
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Required to use motor coordination with finger dexterity (such as keyboarding, writing on boards, grading assignments, etc.) most of the day.

Required to be exposed to a physical environment which could involve dirt, odors, noise, weather extremes, or similar elements rarely.
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Required to work in standard classroom conditions.
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Required to sit, stand, bend, crouch, stoop, reach, grab, pull, hear, and speak on a daily basis.

Normal setting for a job is an office/school setting.
