



**The Foundation for Hispanic Education ([www.tfhe.org](http://www.tfhe.org)):**

**Background:** The Foundation for Hispanic Education was established in 1981 by the late Dr B Roberto Cruz with the mission of providing quality education and support for all underserved learners, with a focus on Latino students. The Foundation, through its three charter high schools, (Latino College Preparatory Academy, Luis Valdez Leadership Academy and Roberto Cruz Leadership Academy), provides leadership in the education of English Language Learners, through its Center for Latino Education and Innovation and its partnership with the University of Santa Clara School of Education and Psychology.

## **SPANISH TEACHER**

---

### **DESCRIPTION OF POSITION**

The Foundation for Hispanic Education is seeking dynamic and passionate Spanish teachers who can develop our students as critical thinkers and literary scholars. As Spanish teachers at our charter schools, educators will work closely with the Principal, Assistant Principal and department teachers to execute the Spanish department's mission and vision and support our schools' in graduating bi-literate students. We are seeking teachers who are passionate about working with our demographic and committed to student success.

### **DUTIES AND RESPONSIBILITIES**

Develops and presents curricular units and lessons to students; evaluates students' progress; maintains positive and well managed learning environment; serves as a 9<sup>th</sup> grade Advisor; serves as a role model and motivator to students, promotes a college-going culture and works collegially with other staff members to fulfill the mission of the school.

- Using a variety of instructional techniques and materials, develops and presents lessons which are part of larger curricular units of instruction that demonstrate planning, preparation, and that are consistent with the school's course of study, and relevant to the students.
- Utilizes culturally relevant pedagogy to develop lessons whose performance objectives are understood by the students and are supportive of school goals.
- Lesson planning and also provides clear lessons for substitutes, when teacher is out of the classroom.
- Evaluates student progress based primarily on achievement of performance objectives and common core standards.
- Establishes and maintains a positive, clean and effectively managed classroom suitable for all students to learn.
- Maintains current records of student progress/grade book, using current school systems, and frequently communicates with parents, families and school stakeholders regarding student progress and achievement.
- Embraces the role of an advisor and works to cultivate positive relationships with the students and their families.
- Has knowledge of the functions of the various community agencies including referral services and refers students and/or families when necessary.
- Demonstrates and promotes punctuality and community responsibility.
- Records student attendance accurately and on time.
- Supervises the proper use of equipment and facilities with the students' safety in mind; cooperates in the use and care of all equipment and materials.

- Supervisory responsibility over classified personnel assigned to assist in class
- Treats students with courtesy and respect, and gives them an opportunity to provide feedback regarding the course and teaching; and analyzes results to improve teaching and learning.
- Demonstrates an awareness of the socio-economic and ethnic background of the school's parent and student community; as well as student's social, psychological, emotional academic needs.
- Participates with fellow staff members in the development and implementation of curriculum and instruction and other departmental activities; including attendance at staff and grade-level meetings.
- Has a growth mindset, is committed to professional growth and is aware of trends and research that impacts teaching and content area; attends conferences and reads professional literature.
- Participates in peer-class observations and is comfortable with being observed and observing others for the purpose of sharing ideas, techniques and materials; demonstrates willingness to offer and receive feedback.
- Acknowledges professional responsibility to support and supervise co-curricular activities.
- Adheres to approved TFHE course of study, policies and procedures.
- Demonstrates awareness of the total school's educational program.
- Keeps informed of social, political and economic developments at the local and state level.
- Demonstrate flexibility and ability to adhere to a growing and changing environment.
- Other duties as assigned by the Principal

### **THIS POSITION REPORTS TO:**

School Principal

### **MINIMUM QUALIFICATIONS**

- Valid, secondary teaching credential in subject area or state authorizing Permit
- Bachelor's degree minimum, Master's Degree preferred
- Bilingual in Spanish preferred but not mandatory.

### **COMPENSATION**

Consistent with the collective bargaining agreement.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

### **REASONABLE ACCOMMODATIONS**



To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Foundation will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the Foundation. An applicant or employee for this position who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the Site Principal or Chief, Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. The Foundation will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Foundation for Hispanic Education (TFHE) is an Equal Opportunity Employer. It is the policy and practice of TFHE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. TFHE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. Any individual needing assistance in making application for opening should contact the Chief for Human Resources at [sjewett@tfhe.org](mailto:sjewett@tfhe.org).