



Job Description: High School Spanish Teacher

Position Overview: The Upper School Teacher is responsible for delivering high-quality, biblically integrated instruction that aligns with the mission and values of Master's Academy. This role develops academic excellence and spiritual growth, equipping students with critical thinking, reasoning, and communication skills through the *Master's Approach to Christian Education* and the "4 R" method: Research, Reason, Relate, and Record. The Upper School Teacher collaborates with faculty, administration, and families to provide a Christ-centered learning environment that prepares students for academic and personal success.

Responsibilities:

Instruction and Curriculum Development:

- Deliver engaging, biblically integrated instruction that aligns with curriculum standards and the school's educational philosophy.
- Utilize a variety of instructional strategies to meet the diverse needs of students.
- Maintain subject area curriculum guides, documenting changes, improvements, and effective teaching strategies.
- Guide students in developing organized, effective learning habits, including maintaining academic notebooks.
- Assess and provide timely feedback on student assignments, projects, and assessments.
- Maintain accurate and up-to-date records in the school's Learning Management System (FACTS).

Student Engagement and Spiritual Formation:

- Lead students to practice Christian self-government, integrity, and servant leadership.
- Cultivate meaningful relationships with students that promote academic motivation and character development.
- Build from biblical principles in daily instruction and discussions.

- Encourage student inquiry, critical thinking, and application of knowledge through a biblical worldview.

Communication and Collaboration:

- Maintain clear and timely communication with students, parents, and faculty.
- Conduct parent conferences as needed to discuss student progress and provide academic guidance.
- Actively participate in professional learning communities, faculty meetings, and school-wide events.
- Support school-wide initiatives, including spiritual formation activities, chapel services, and leadership development programs.

Professional Development and School Leadership:

- Commit to ongoing professional development and fulfillment of ACSI certification requirements.
- Participate in faculty devotions, professional learning opportunities, and mentorship programs.
- Engage in training and compliance requirements, including OSHA regulations, CPR & First Aid certification, and ethics training.
- Adhere to all school policies, procedures, and the Emergency Management Plan.

Qualifications:

Spiritual and Personal Characteristics:

- A clear Christian testimony with a commitment to personal spiritual growth.
- Agreement with the school's Statement of Faith, Mission, and Core Values.
- A servant-leader mindset, demonstrating professionalism, integrity, and discernment.

Education and Experience:

- Bachelor's degree (minimum) in the assigned subject area or related field.
- Prior teaching experience in an academic setting.
- ACSI certification or eligibility for certification.

- Strong classroom management and instructional skills.
- Proficiency with technology, including Microsoft Office and Learning Management Systems.

Additional Requirements:

- Participation in school events, including occasional after-hours activities.
- Adherence to the school's faculty handbook and professional expectations.
- Commitment to developing a Christ-centered, academically challenging learning environment.

Evaluation and Accountability:

The Upper School Teacher reports to the Upper School Principal and participates in regular evaluations to ensure alignment with the school's academic and spiritual goals. An annual performance review will determine effectiveness and professional growth.