



Flagstaff Christian School
HS Spanish Teacher Job Opening (PT)

- TITLE:** Currently seeking a part-time HS Spanish Teacher
- JOB SUMMARY:** This job is part-time for two classes M-Th Spanish I and II. It is 2 hours of the school day (of 8 hour days). Our teachers plan, organize, and implement a Christian instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their spiritual and academic potential. Our teachers are responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Email application and resume to ruddell@flagchristian.org
- QUALIFICATIONS:**
1. Personal relationship with Christ and demonstrates Spiritual Leadership as outlined below.
 2. Has earned a Bachelor's Degree from an accredited University.
 3. AZ Teaching Certification or ability to obtain ACSI certification or recertification in 2 years.
 4. Teaching experience preferred.
 5. Willing to complete ACSI certifications as required by ACSI.
 6. Will pass a criminal background check.
- REPORTS TO:** 7-12th Principal
- SUPERVISES:** All teachers have a responsibility to supervise students assigned to their class and other students in the school. Teacher aides will be supervised by teachers while in the classroom although they directly report to the Principal.
- TERMS OF EMPLOYMENT:** 10-month term. No school Fridays, teachers vacation* from Nov 26, 2026- January 3, 2027 (*must complete lesson plans and curriculum, but that is on your own time). School begins August 3, teachers report July 27, 2026.
- EVALUATION:** Job performance will be evaluated through observation, formal and informal evaluations, and performance inside and outside of the classroom.

SALARY: \$5,000 a class per year. Salary schedule commensurate with experience, skills, training, and education.

Job Responsibilities:

1. Spiritual Leadership

- a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.
- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.
- d. Faculty and staff are expected to uphold the FCS Doctrinal Statement and Position on Critical Issues. We are to promote the unity of the believers and avoid denominational issues.

2. Team Member

- a. Demonstrates respect for each individual student, facilitates opportunities for development of spiritual and academic growth from a Christ centered Biblical worldview.
- b. Plan and implement appropriate daily instruction for students based upon the student's developmental status, mode of learning, school curriculum guidelines.
- c. Develop and maintain a system of observation and feedback regarding student progress.
- d. Employ a variety of instructional techniques and instructional media approaches consistent with cooperative learning and availability of materials and equipment.
- e. Promptly complete student referrals to appropriate personnel when needed.
- f. Organize the physical learning environment in a tidy, clean, joyful manner to encourage and maximize student learning and accommodate special needs.
- g. Take necessary and responsible precautions to protect students, equipment, and facilities.
- h. Use developmentally appropriate principles of behavior management to guide student behavior consistent with FCS model.
- i. Develop an appreciation of and respect for the role and individuality of parents and partner with parents in their child's education.
- j. Develop and implement a plan for continued professional development.
- k. Shows evidence of an ongoing self-evaluation plan which provides ongoing feedback for continued development of teaching abilities.
- l. Maintain accurate, complete and correct student records as required by law, school policy and administrative regulations.
- m. Maintain all attendance and achievement records in approved, proper and up-to-date form.
- n. Understand and be able to implement all building emergency procedures.
- o. Provide input for developing a plan for the instruction, training, and performance evaluations for classroom teaching assistants when applicable.
- p. Perform additional classroom and instructional duties as requested.

3. Communication

- a. Maintains lesson plans on FACTS for parents to view.
- b. Maintains weekly grades on FACTS.
- c. Communicates late work, missing work, upcoming work daily with parents via Remind.
- d. Completes weekly classroom newsletter on time in an inviting format, includes pictures, and identifies areas of academics the class is pursuing.
- e. Develop and maintain effective communication with administrative personnel and co-workers.
- f. Facilitate positive parent-school interactions through appropriate communication with parents to include conferences, telephone calls, progress reports in which strengths and needs of the student are discussed.

4. Curriculum

- a. Maintain curriculum documentation in syllabus.
- b. Completes daily and weekly lesson plans on time.
- c. Monitors needs in the classroom and passes along information for ordering of all curriculum in the classroom.
- d. Continues to develop professionally in understanding and ownership of curriculum being taught in the class.

5. 7-12th Student Discipline

- a. Works closely with other teachers to enforce school discipline policies.
- b. Maintains proper classroom management.
- c. Attends TBRI or like program every 2 years.
- d. Meets with parents regarding discipline challenges.

6. Special Education

- a. Responsible for reading and implementing student IEP/AEP information.
- b. Attends all evaluation meetings for students in their classroom.

7. K-6 Events

- a. Attends and participates in faculty/staff meetings and all meetings requested by the Principal and or Head of School.
- b. Attends K-12 school events.
- c. Works with administration in scheduling field trips.
- d. Attendance at professional development times, Student Support Team (SST) meetings, Parent Teacher Conferences, Open Houses, Orientations, Back to School Nights, and other similar activities is required.