

# Lial Catholic School

## Position Description

**Position:** Spanish Proctor

Reports to: Principal

**General Summary:** This part-time position (approx. 15 hours per week, Monday-Thursday) is responsible for the classroom management of Spanish classes (K-8) and two days of recess duty.

### **Essential Duties and Responsibilities:**

- Excellent classroom management skills for grades K-8.
- Basic computer skills, as this is an online Spanish program and teachers are live on the smartboard.
- Works closely with online Spanish teachers and the online program director to help maintain an engaging Spanish classroom.
- Collaborate with and provide other classroom teachers the Spanish classwork they will need. (All worksheets and vocabulary lists are provided by the online Spanish program-proctor will need to choose the work, print and distribute to teachers.)
- Create an engaging 3rd Spanish class for the middle school students. (This could be projects on Spanish culture or use of the extension activities provided by the online school.)
- Gradebook keeping for participation and work packets. The online program provides oral assessments for each unit.

### **Knowledge, Skills, and Abilities Required**

- Teacher experience preferred.
- Knowledge of Spanish language preferred.
- Basic computer knowledge and skills.
- At least 1 year experience working with children in a classroom setting.
- Ability to relate to staff, parents, and children in a positive manner.
- Ability to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Ability to work in a respectful team environment with other school personnel.
- Successfully pass the required BCI/FBI background check prior to employment and every five years and maintain Child Protection requirements.